CITY OF GLENDORA 116 E. FOOTHILL BLVD www.ci.glendora.ca.us	**TENANT IMPROVEMENT** SUBMITTAL CHECKLIST

Prior to submitting any plans, please contact the Planning Department to verify that the proposed use is allowed by the property's zoning.

Two complete sets of plans are required, *including the following*:

All plans must be **drawn to scale** and be fully dimensioned.

- ☐ **Address of Subject Property**
- ☐ **Site Plan –** Show building location (vicinity map) and legal address. A parking site plan may be required if the proposed use results in a change in the amount of required parking.
- ☐ **Use Description –** Provide a description of the proposed use.
- ☐ **Floor Plan –** Show overall floor plan of building and indicate use(s) within the building (such as storge, office, kitchen, etc) and of adjacent tenant spaces, side yards and parking areas.
  Provide system of egress pursuant to the 2010 California Building Code, Chapter 10 & 11B.
- ☐ **Accessibility Compliance –** Show how area of renovation complies with disabled access requirements. Show accessible path of travel from public sidewalk and parking space to area of alteration. Path of travel features include the entrance, restrooms, drinking fountains and public telephones serving the area of alteration, as required by the California Building Code, Chapter 11B.
- ☐ **Occupancy –** Indicate type of proposed occupancy and indicate type of construction.
- ☐ **Detail –** Show all existing and proposed walls, indicating all demolition and new construction. Also provide wall section details showing stud size and type, plates, method of attachment at floor and ceiling or roof.
- ☐ **Reflected Ceiling Plan**
- ☐ **Doors –** Show all door locations, sizes, fire rating (if applicable), direction of swing, door hardware and type and location of exit signage.
- ☐ **Plumbing –** Provide plumbing plans if any new plumbing is being proposed.
- ☐ **Electrical –** Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations. Energy forms are required for the addition of new lights.
- ☐ **Mechanical –** Provide mechanical drawings showing location of existing and proposed registers, location HVAC equipment and duct locations and size. Energy forms are required when installing a new system of components. New roof top equipment must have adequate screening.
- ☐ **Energy Compliance Forms –** Provide Title 24 Energy Calculations for proposed Tenant Improvement spaces involving new conditioned space and new lighting. Required forms include calculations and/or documentation for the envelope, lighting and mechanical.

- ☐ **Fire Department –** *2 sets of wet stamped (red), approved* plans are required when **Fire Department** approval is required. Applicant contacts the Fire Department directly. Contact the Building Division if clarification is needed.
- ☐ **Health Department –** *2 sets of original stamped, approved (no copies*) Health Dept plans when required.
- ☐ **Exterior Signage –** a separate permit is required (see signage requirements).

Contact Information:

Planning Division - 626-914-8214

Building Division – 626-914-8222

Engineering Division – 626-914-8246