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Plan Review Submittal **TENANT IMPROVEMENT**

The following items are required to be a deemed complete permit application.

TWO complete sets of plans that include:

- COVER SHEET
- PROJECT LETTER
- SITE PLAN (showing all buildings and area of work)
- FLOOR PLAN (dimensioned and to scale)
- SIGNATURE OF PREPARER
- APPLICATION FEE

CHECK THESE ITEMS WHEN APPLICABLE:

- ELECTRICAL PLAN (must be prepared by an architect, engineer, or a licensed installer)
- PLUMBING PLAN (must be prepared by an architect, engineer, or a licensed installer)
- MECHANICAL PLAN (must be prepared by an architect, engineer, or a licensed installer)
- DETAILS OF CONSTRUCTION / ENGINEERING (show all work proposed)
- CALIFORNIA ENERGY COMPLIANCE DOCUMENTATION (TITLE 24)
- PROFESSIONAL STAMPS ON PLANS
- EROSION SEDIMENT CONTROL PLAN
- [STORM WATER POST CONSTRUCTION REQUIREMENTS](#)
[Storm Water Management Info](#) (Ctrl+click to follow description link).

PLEASE NOTE:

- * One additional floor plan is needed before permit issuance – for the Assessor’s office.
- * One additional site plan is needed before permit issuance – for the Surveyor’s office.
- * Applicant submits to the applicable fire department separately.
- * Applicant to secure all necessary approvals from outside agencies.

I understand an application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items above are received by Building Services. This may affect applicable fees and codes, since the operative date of application will be the date on which a complete application is received.

All required items on this list are present and complete.

I am the Owner Contractor Agent of the owner/contractor

Signature

Date