



This handout is designed for assistance in Tenant Improvement plan submittal to the Building and Safety Department. Exclusion of any of the following shall be deemed an incomplete submittal and will not be accepted for plan review. Additional information may be required depending on the scope of your project.

The California Model Codes currently in effect are the 2013 California Codes, based on the 2012 International Residential Code (IRC), 2012 Uniform Plumbing and Mechanical Codes (UPC, UMC), 2011 National Electric Code (NEC), 2012 International Fire Code (IFC) and the 2013 California Energy Code.

Submit four (4) sets total (2) complete sets of fully dimensioned Structural, Architectural, Plumbing, Mechanical and Electrical Plans and two (2) sets floor and site plan. All plans shall be on a minimum 11" x 17" size paper

Cover Sheet:

1. Vicinity Map
2. Parcel number and Site Address
3. Business Name
4. Occupancy Type and Occupant Load
5. Building data: Existing building Type of Construction, Square Feet of leased area intended use/occupancy, occupant loads, Building Code Data: 2013 California Model Codes as based on the 2012 IBC, 2012 UMC and UPC, 2011 NEC, 2012 IFC and the 2013 California Energy Code fully fire sprinkler protected building, etc.
6. List any flammable/combustible materials, chemicals, toxics or hazardous materials used or stored and total quantities or each, including MSDS reports
7. Sheet Index

Plot Plans:

1. North Arrow
2. Building location and tenant leased suite location and adjacent uses
3. Accessible parking/unload areas, curb ramps, exterior route of travel to the leased area entry door and at least one route to the public right-of-way

Floor Plans:

1. All wall lines to be indicated by double line
2. Fully dimensioned and to scale (3/16 inch per foot minimum)
3. Exit door locations, widths and direction of door swing
4. Wall legend. Show walls as existing or new, with references to wall construction details indicating heights, framing member size, spacing and material type, connections at top and bottom and top of wall lateral bracing method
5. Show all fixed elements of construction e.g. bathroom facilities, fixtures, cabinets, storage racks and/or shelves
6. Accessible features e.g. fixed customer service counters, including kitchen, dining or drinking bar counters, new bathroom facilities, access to new areas, features and elements.

Reflected Ceiling Plans:



If the leased area consists of the existing ceiling, lighting and mechanical and no further alterations are proposed; then along with the reflected ceiling plan, simply indicate elements as “existing and to remain”

Section Views:

Walls and roof/ceiling finishes, complete occupancy separation and fire resistive construction if required, demising walls etc. For new conditioned spaces, section views shall indicate wall heights and insulation locations for walls and roof/ceilings.

Plumbing/Mechanical Plans:

1. System material types and sizes, waste/vent and potable water layouts or isometrics, plumbing fixture schedule, etc.
2. HVAC (new or existing) equipment location, distribution layout material type and sizes fire/smoke control devices and activation.
3. Include a line of site detail showing new roof top equipment shielding.
4. Gas line diagram, material type, sizes and load demand.

Electrical Plans:

1. Interior Main Distribution single line diagram, panel location/schedule, and load calculations, etc.
2. Electric power and lighting plans, interior fixture schedule, illuminated exit signs and emergency illumination (if applicable), or indicate as, “existing and to remain”.
3. Title 24 Energy Electrical requirements including multi-level switching arrangements and automatic electrical lighting shut-off system.

Structural Plan/Foundation/Floor/Ceiling/Roof Plan and Details:

1. Structural design justification of the existing roof framing for new mechanical equipment exceeding 300lbs.
2. Foundation supporting elements and connections, reinforcement, slab and footing details, etc.
3. Structural frame plan(s)
4. T-Bar ceiling standard details and seismic restraints.

Supplemental Information:

1. Submittal to include two (2) copied sets of original shell building Title 24 Energy Calculations or new 8.5” x 11” Title 24 Energy calculations or Energy calculations as for newly constructed conditioned space.
2. Envelope or Mechanical for conditioned space as new construction or, as for an addition including, LTG (lighting) Energy calculations for new lighting with required forms copied to the full size plan sheets.
3. Separate submittals and permits are required for signs.
4. Fees are based on the City of Menifee Adopted Fee Schedule
5. Restaurant/Food establishments must obtain approval from the County Health Department/Food Division, and the local water/sewer purveyor for grease waste interceptors.
6. All contractors/sub-contractors must show proof of State and City licenses and shall comply with SEC. 3800 of the Labor Code regarding Workers Compensation.
7. Applicant shall obtain all required clearances and/or approvals from Planning, Engineering, Fire and the appropriate water district(s) prior to issuance of any building permits the appropriate water district(s) prior to issuance of any building permits.
8. A Fire Transmittal is required from Building/Safety prior to plan submittal at Riverside County Fire.