



---

## **CITY OF NORCO - BUILDING & SAFETY DIVISION** **COMMERCIAL T.I. SUBMITTAL REQUIREMENTS**

This handout is designed to assist you in preparing your Tenant Improvement plans for submittal to the Plan Review Division of Building and Safety. Plans will not be accepted for plan review unless the items listed on this handout are included. All plans shall be neatly drawn upon substantial paper (minimum 8-1/2" x 11", maximum 24" x 36")

The model codes currently adopted by the City of Norco are: 2022 C.B.C., 2022 C.P.C., 2022 C.M.C., 2022 C.En.C. (Energy Code), 2022 C.G.B.C and 2022 C.E.C.

Items listed below shall be identified in the working drawings. Five complete sets of plans are required to be submitted to Building and Safety Division. Of the sets submitted, one set will be submitted to the Building and Safety Division, one set will be routed to the Fire Department, one set will be routed to Engineering Division, one set will be routed to Planning Division and one set will be routed to the Assessor's Office.

Plans shall be stamped and wet signed by the architect, designer or engineer. And contain the following on the cover sheet:

1. Adopted codes by the City of Norco
2. Occupancy group C.B.C. Chapter 3
3. Type of construction C.B.C. Chapter 6
4. Existing and proposed Occupant load C.B.C. Chapter 10, Table 10-A
5. Sanitation facilities C.P.C. Chapter 4, Table 4-1 (Number of fixtures required)
6. Disabled access requirements Title 24 CBC 11B. State whether the building is fully compliant or price of improvements to be made.

**Accessibility requirements:** All Tenant Improvements are required to make ADA improvements whenever a building is altered or added onto for a maximum cost of 20% of the total cost of the overall improvements. This does not apply if the building or tenant area is already 100% ADA compliant. Improvements shall be prioritized in the following order:

- 1) A primary entrance to the building or facility
- 2) Toilet and bathing facilities serving the area
- 3) Drinking fountain(s) serving the area
- 4) Public telephones and communication devices serving the area
- 5) Signs

### **Plot Plan**

1. Fully dimensioned.
2. Legal description.
3. Lot lines indicated.
4. All existing improvements.
5. Use of adjacent structures.
6. Location of existing and/or proposed utilities.
7. Existing or new grease traps or clarifiers.
8. Existing or new ADA parking and path of travel to entrance.

### **Floor Plan**

1. Fully dimensioned.
2. Identify all occupied space (office, storage, etc.).
3. Exits (number, width, distance to, direction of, hardware requirements, etc.).
4. Corridors (type of construction, width, access to exits, etc.).
5. Show all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.).
6. Identify all occupancy separations and indicate fire resistive rating of each.

#### **Wall Section**

1. Typical wall section indicating stud size, height, spacing, insulation, wall finish, bracing and structural connections.

#### **Plumbing Plan**

1. Plumbing isometric/schematic (water, gas waste).
  - a. Size all lines.
  - b. Show vents, soil, and cleanouts.
2. Show type of material to be used.

#### **Mechanical Plan**

1. Mechanical isometric/schematic, size all ducts.
2. Location of return air.
3. Location of all fire dampers.
4. Method and amount of combustion air.
5. Location of all HVAC units.
6. Kitchen hoods (provide complete details as applicable).

#### **Electrical Plan**

1. One-line diagram (show service, feeder, panel, conductor, disconnect, over current protection, grounding, etc.).
2. Panel schedules with circuit identification.
3. Indicate all outlet, fixture, and equipment locations.
4. Indicate all hazardous electrical locations as applicable.
5. Provide complete electrical load calculations.
6. Emergency lighting, new or existing

#### **Energy compliance**

1. Energy calculations as required by Title 24.
2. Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information.
3. Envelope calculations, including ENV-1 certificate of compliance form and related applicable forms and information.
4. Lighting calculations, including the LTG-1 certificate of compliance form and related applicable forms and information.
5. Show all of the requirements of the energy calculations on the plans.
6. Green Building minimum standards, including recycling forms if applicable.

#### **Additional plans and/or information**

1. T-bar ceiling details.
2. Sprinkler plan (when required by code or fire ordinance).
3. Kitchen plans if installing or altering a commercial kitchen, or adding or changing equipment.

All conditions of approval issued by the Planning Department