



CITY OF CHINO
Development Services Department
13220 Central Avenue
Chino, CA 91710
Phone (909) 334-3251
Fax (909) 334-3729

TENANT IMPROVEMENT PLAN SUBMITTAL

Minimum Submittal

The City of Chino is making available Electronic Plan Review submissions to our customers via our Online Portal. For successful electronic plan submittals, follow Electronic Plan Review – Plans Submittal Standards format requirements below and provide design items 1-10 below. Please visit cityofchino.org to begin plans submittal. If applicable when structural calculations, soil report, and energy calculations are required, separate files submittals shall be provided.

1. PLOT PLAN:

- a. Fully dimensioned
- b. Lot lines indicated
- c. All existing improvements including parking
- d. Use and location of all adjacent structures
- e. Show type of construction, sprinklers, and area separation walls

2. FLOOR PLAN:

- a. Fully dimensioned
- b. Identify all occupied space (office, storage, etc.)
- c. Exits (number, width, distance to, direction of, hardware requirements, etc.)
- d. Corridors (type of construction, width, access to exits, etc.)
- e. Show all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.)
- f. Identify all occupancy separations and indicate fire resistive rating of each.

3. TYPICAL WALL SECTION

- a. Indicating stud size, height, spacing, insulation, wall finish, and structural connections.

4. PLUMBING PLAN

- a. Plumbing isometric/schematic (water, gas, waste)
 - i. Size all lines
 - ii. Show all vents, soils, and cleanouts
 - iii. Show type of material to be used

5. MECHANICAL PLAN

- a. Mechanical isometric/schematic, size all ducts
- b. Location of return air
- c. Location of all fire dampers
- d. Method and amount of combustions air
- e. Location of all HVAC units
- f. Exhaust hoods and/or vents (provide complete details as applicable)

6. ELECTRICAL PLAN

- a. Single line diagram (include service, feeders, sub panels, conductors, transformers, grounding, etc.)
- b. Panel schedules with circuit identification
- c. Indicate all outlet, fixture, and equipment locations
- d. Indicate all hazardous electrical locations as applicable
- e. Provide complete electrical load calculations

7. ENERGY COMPLIANCE

- a. Energy calculations as required by Title 24, Part 6.
- b. 15.45.060—Energy Efficiency for Existing Buildings Project Valuation
- c. Energy efficiency upgrades are required when a building permit is issued for any addition or alteration to non-residential buildings.
- d. Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information.
- e. Lighting calculations, including LTG-1 certificate of compliance form and related applicable forms and information

Note: Show all of the requirements of the energy calculations on the plans

8. CALIFORNIA GREEN STANDARDS CODE

- a. Chapter 5- NONRESIDENTIAL MANDATORY MEASURES
- b. All tables in chapter 5 shall be shown on plans.

9. ADDITIONAL PLANS AND INFORMATION

- a. T-bar ceiling details
- b. All conditions of approval issued by the Planning Division.

10. **DISABLED ACCESS:** When existing buildings are altered, or structural repairs or additions are made, the building shall comply with all the provisions for new buildings except as modified. Access requirements shall apply to the area of specific alteration, structural repair or addition to include:

- a. Primary Entrance
- b. Primary path of travel to the specific area of the alteration, repair, or addition
- c. Sanitary facilities, drinking fountains and public telephones serving the area

Exception: When the total cost of work exceeds the valuation threshold based on the most current "ENR US20 Cities" average and the enforcing finds that there is an unreasonable hardship, full compliance with section 11B-202.4 shall not be required. An unreasonable hardship exists only when the cost of providing entrance, path of travel, sanitary facilities, drinking fountains and public phones is disproportionate to the cost of the project; that is, where it exceeds 20 percent of the cost of the project without these features.

Where the cost is disproportionate, access shall be provided to the extent possible without incurring disproportionate cost; but in no case shall the cost of compliance be less than 20% of the adjusted construction cost of alteration, structural repairs or additions. Priority in providing accessibility should be given to these elements in the following order:

1. An accessible entrance & parking
2. An accessible route to the altered or improved area
3. At least one accessible toilet for each sex
4. Accessible telephones
5. Accessible drinking fountains
6. Additional elements such as storage and alarms

11. SEPARATE SUBMITALS:

The following Departments/agencies require separate submittals. All approvals must be obtained prior to issuance of Building Permits unless otherwise authorized by the Building Official.

- a. Planning Division (909) 334-3253
- b. Public Works / Engineering (909) 334-3265
- c. Fire District (909) 902-5260
- d. San Bernardino County Health Department 1 (800)-442-2283

Electronic Plan Review – Plans Submittal Standards

Your plan review can begin once the following submittal requirements are met.

SUBMITTAL REQUIREMENTS

Plans can be submitted in two ways.

Plans can be uploaded on the Online Portal during the application submittal process. <https://aca.cityofchino.org/citizenaccess>

□ Plans can be brought to the building division counter in city hall on a USB drive or CD/DVD with files of the project drawings and support documents as follows:

- Place all files on the root folder; do not use sub-folders. See file naming conventions below.

- Only files for the current submittal are to be provided. For example, if your project is a resubmittal, do not include files from the original submission.

Plan drawings shall be uploaded as a single combined multipage file of type "Plans"

Other Supporting Documents shall be uploaded as required for the permit type. This may include a fill uploaded for calculations, a file uploaded for specs, etc., as required for the type of permit.

All files should be PDF or PDF/A - Digital documents should be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements

Unsecured setting - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.

Landscape orientation - All "Plan" documents/drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.

"Supporting Documents", such as calcs, specs and other reports, which are normally 8 ½" x 11", can be uploaded in portrait orientation.

6x6-inch stamp space on Cover Sheet - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

3x3-inch stamp space on each drawing sheet - Provide a 3" x 3" clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.

Scale, legibility and legends - Plans shall be to scale, fully dimensioned, and legible:

- Text prints at minimum 10pt font size - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.

Use symbols and grayscale, not color - Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information.

Include a legend that defines all symbols. Plans shall be legible when set to print in Grayscale Index Sheet and Indexed Pages - Provide an Index Sheet that summarizes all the documents in the submittal; Index/bookmark the pages within the PDF. The index should note the unique sheet number, an optional title/description of the sheet is also acceptable.

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