



Building Department
12 Journey, Suite 100
Aliso Viejo, CA 92656
Phone (949)425-2540
Fax (949)425-3899
www.avcity.org

TENANT IMPROVEMENT CHECKLIST

**SUBMIT THREE COMPLETE SETS OF PLANS (INCLUDING ELECTRICAL, MECHANICAL,
AND PLUMBING, IF APPLICABLE).**

THE PLANS MUST CONTAIN THE FOLLOWING INFORMATION:

1. **VICINITY MAP** – Shown top down view of surrounding area with the parcel shaded
2. **SITE PLAN** – To include the following; North arrow, existing site/building location, proposed site/building with scope of work shaded, legal address description. Show and count parking spaces with the accessible parking and path of travel. Show property lines with dimensions from property line to main structure/additions and/or to closest points.
3. **BUILDING DATA** – To include the following; Number of floors, existing and proposed square footage, occupant load for area of remodel or the complete suite, lot size, legend and “Total Gross Square Footage”.
4. **OCCUPANCY/USE** – List and label type of occupancy(s) *and* the proposed use of the improved and existing areas (i.e. retail sales, wood shop, office, etc.). Include square footage of uses and occupancy load per 2019 CBC. Include the Occupant Load. Show adjacent uses and the name of businesses where common walls exist.
5. **TYPE OF CONSTRUCTION** – Indicate type of construction of existing building, (i.e. Type IA, IIB, VA, etc.), and include whether or not the building has fire sprinklers.
6. **CODES** – Note on plans, “*All work will comply with the 2019 Editions of the California Building Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Fire Code and all Local Ordinances*”.
7. **NPDES** – Note on plans, “*The placing or discharge of illegal pollutants, construction materials or byproducts onto city streets or storm drains is prohibited*”.
8. **ACCESSIBILITY REQUIREMENTS** – See attached Summary of Accessibility Upgrades for Commercial Projects handout.
9. **FLOOR PLAN** – Show overall floor plan of the building and indicate use(s) of each room and/or area and indicate uses of adjacent tenant spaces. Provide dimensions of all improved spaces and rooms.
10. **DETAILING** – Show all existing and proposed walls. Differentiate the proposed walls. Also, provide wall section details showing size and type, plates, method of attachment at floor and ceiling or roof, etc.
11. **DOORS** – Show all door locations, sizes, fire-rating (if applicable), direction of swing, self-closing mechanisms, required signage and lighting, etc. (Specify lever hardware for all doors).
12. **ELEVATION(S)** – Clearly identify areas being modified (scope of work).
13. **ELECTRICAL, PLUMBING AND MECHANICAL** – Show all proposed new and alterations to existing systems (no deferred submittals).



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14. **ENERGY COMPLIANCE FORMS** – Required forms would include calculations for the envelope, mechanical, and lighting.

NOTE: Planning Department approval is required PRIOR to submittal to the Building Department. The following items are required for submittal to the Planning Department:

- Form PS-240: Zoning Compliance Application.
- 3 Sets of plans (if applicable).

Contact the Planning Department at (949) 425-2525 for questions and or additional information.