



Community Development Department
Building and Safety Division
633 E Broadway, Glendale, CA 91206

**DOCUMENT SUBMITTAL REQUIREMENTS
FOR**

**TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO
AN EXISTING COMMERCIAL/INDUSTRIAL BUILDING**

This Information Bulletin contains the suggested minimum document submittal requirements including architectural and structural plans, calculations, and other miscellaneous information for a **“TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO AN EXISTING COMMERCIAL/INDUSTRIAL BUILDING”**

The lists contained in this Information Bulletin are the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information.

Plans, calculations (if applicable), and all the supporting documents should be submitted online through GlendalePemit (<https://www.glendaleca.gov/government/departments/community-development/building-safety/permit-services-center>).

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans

- a. Existing Plot plan
- b. Proposed Plot plan
- c. Existing Floor plan
- d. Proposed Floor plan
- e. Exterior elevations and cross-sections
- f. Accessibility features

2. Structural Plans

- a. Foundation plan
- b. Floor and roof framing plan
- c. Structural framing and connection details

3. Grading Plans when grading is proposed.

4. Plumbing Plans (including relevant information from architectural plans for new components). *

5. Mechanical Plans (including relevant information from architectural plans for new components). *

6. Electrical Plans (including relevant information from architectural plans for new components). *

7. Green Building Plans (including relevant information from architectural plans for new components)

*Separate plan check and permit required

B. Calculations

1. A complete set of structural calculations for vertical and lateral loads signed by an architect or engineer licensed by the State of California
2. Energy Calculations and forms for Title 24

C. Other Documents

1. Design Review Board, Administrative Design Review, Design Review Exemption, Historic Preservation Commission with approved plans and/ or letter.
2. Soil and geology reports
3. Material specifications
4. Property records (Building/ Demo permits, Certificates of Occupancy).

II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

A. General Information

1. Plans to be drawn to scale, and fully dimensioned. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes, relevant laws, ordinances, rules, and regulations.
2. Signature and stamp by an architect or engineer licensed by the State of California on all documents and signature and stamp on the cover sheet of each document.
3. Cover sheet information
 - a. Applicable codes and editions (2023 GBSC, 2022 CBC, etc.)
 - b. Name, title, registration number, address, and telephone number of the responsible architect or engineer.
 - c. Project name and address and the owner's name, address, and telephone number
 - d. Description detailing scope of all work.
 - e. Vicinity map, property legal description, 10-digit Assessor Parcel Number (APN) or also known as the Assessor Identification Number (AIN)
 - f. Occupancy group(s), floor area of each occupancy, uses, number of stories, type of construction, and maximum building height
 - g. Gross floor area of tenant improvement work or floor area summery for building(s).
 - h. Plumbing fixture calculations
 - i. Fire sprinkler requirement
 - j. Solar PV system requirement
 - k. List of Deferred Submittals if any
 - l. List of separate applications and permit
 - m. Complete sheet index (include all sheets)

B. Architectural Plans

1. Plot plan including:
 - a. North Arrow
 - b. Lot dimensions, property lines, and street(s) and alley locations
 - c. Building footprint showing all projections and dimensions from the property lines and adjacent structures
 - d. Fully dimensioned existing parking lot layout, proposed parking lot layout, driveway locations, and sidewalks, including all required accessibility features, such as accessible parking spaces and paths of travel from accessible parking spaces and public sidewalks to building entrances.
 - e. Easements and visible utilities on site.
2. Fully dimensioned floor plans, including room sizes and uses (existing and proposed uses for change of use project), corridor and aisle widths, and all accessibility features for tenant improvement area, including fully dimensioned restrooms, drinking fountains, and public telephones. Floor plan shall also clearly show paths of travel to all areas of alteration, restrooms, drinking fountains, and public telephones.
3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables, and construction material of roof for addition.
4. Exterior elevations detailing all exterior walls and cross section in each direction for additions.
5. Interior elevations, including fixed cabinets, counters, drinking fountains, and public telephones to show compliance with all applicable accessibility requirements.
6. Door and window locations and door and window schedules including size and type and threshold details.
7. Fully dimensioned elevator, ramp, and stair details, including rise and run for stairs, handrails, and all member sizes.
8. All exit locations, including exit paths and exit lighting.
9. Detail fire separation wall locations and construction.
10. Detail fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction.
11. Pre-fabricated fireplace model type, manufactures' name and an underwriter laboratories certificate number.
12. Finish schedule with flame spread rating.
13. Accessibility notes and details to cover all other applicable accessibility requirements.
14. Flashing details.

C. Structural Plans

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1. Geotechnical soils report prepared by a California Licensed Geotechnical Engineer for all new structures and additions with a footprint which exceeds 500 square feet.
2. Structural wall sections including connection details at foundation, floor, and roof levels.
3. Post and girder connection details.
4. Footing, pier, and grade beam details.
5. Shear wall and holdown details including wall construction, nailing, anchor bolts, transfer connections, and holdowns.
6. Stairway framing and connections including handrails and dimensions of all members.
7. Material specifications.
8. Prefabricated Trusses
 - a. Roof framing plan with a truss I.D. number and manufacturer's name
 - b. Detail of all trusses including gable bracing and bridging
 - c. Detail of all truss splices, connections, plate sizes, and hangers
 - d. Truss plans to be stamped by the responsible architect or engineer licensed in the State of California stating that he/she has reviewed the plans.
9. Suspended ceiling system, layout and details.

D. Grading Plans

1. Existing and proposed contours with 1'-0 contour intervals.
2. Slope and pad drainage systems
3. Boundaries of cut and fill areas
4. Volume of removal and recompaction (cut and fill) in cubic yard equal or greater than 50 cubic yard.
5. Retaining walls and details

E. Landscaping Plans

1. Location of all structures, including accessory structures, walkways, etc., including all required accessibility features.

F. Plumbing

1. Site utility and sizing calculations
2. Waste and vent pipe and sizing calculation
3. Water piping sizing calculation
4. Kitchen plan for common area kitchens
5. Roof drain plan and sizing calculations
6. Condensate drain and hydronic piping plan.

G. Mechanical Plans

1. HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire-dampers.

2. Environmental and product conveying duct plan
3. Gas piping and sizing calculation
4. Kitchen plan for common area kitchens and Los Angeles County Health Department approval

H. Electrical Plans

1. Load calculations and panel schedule.
2. One-line diagrams, including wire and conduit sizes.
3. T-24 Energy forms and calculation sheets completed, including signatures, and attached to plans.

I. Green Building Plans

1. City of Glendale standard forms for CalGreen Non-Residential Mandatory Measures incorporated into plans.
2. Electric vehicle supply wiring.
3. Solar PV system zones(s)
4. Energy star compliant bathroom exhaust fans with humidistat
5. Irrigation controller, drainage away from buildings, site paving/hardscape, and landscaping and water features including pools.
6. Flashing details.
7. Methods of construction waste reduction

III. MISCELLANEOUS PLANS AND PERMITS

1. Proposed accessory structures, including pools and spas, decks, and retaining walls
2. Demolition of existing structures
3. Commercial Security Notes
4. Fire sprinkler, smoke detection, and fire alarm system installation
5. Storage racks and other equipment installations
6. Signage
7. Barricades (Separate Fire Permit)
8. Structural Observation Form (to be complete and signed by owner)
9. Building Code Modification (BMOD) Conditions for approval (Download from BMOD Application) if any

NOTE:

(1) This is not a complete list of all document submittal requirements. Additional information may be required for the plan check process.

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(2) Review and approval from other departments/ divisions and agencies such as City Planning, Public Works, etc, may be required.
Please refer to all departments / divisions or agencies for the plans and approval process.