



CITY OF ORANGE BUILDING DIVISION

300 E. Chapman Avenue, Orange, California 92866

TENANT IMPROVEMENT PLAN CHECKS

The following elements are required for Non-Residential Tenant Improvement Building Permit Applications:

I. Site Plan

- A. Project Address and Suite Number (if applicable)
- B. Type of Construction
- C. Occupancy Classification
- D. Project Area
- E. Fire Sprinkler System
- F. Handicapped Van Parking
- G. Path of Travel from Facility to the Public Sidewalk

II. Floor Plan

- A. Identify the Use for all Spaces
- B. Disabled Access Requirements
 1. Door Clearances, Hardware, Thresholds
 2. Corridor and Aisle Widths
 3. Toilet Room Clearances
 4. Counter Heights
- C. Exiting System
 1. Number of Exits
 2. Exit Separations
 3. Door Widths
 4. Corridors
 - a. Access to Exits
 - b. Fire Rated Construction
 - c. 20 Minute Door and Frame Assemblies
 - d. 45 Minute Window Assemblies
- D. New vs. Existing
 1. Construction Components (wood/metal studs, etc.)
 2. Anchorage at Base (type, size, spacing?)
 3. Overturning Resistance (method of bracing top chord?)
 4. Fire Resistive Construction Notes
- E. Security Code Compliance
 1. Door Hardware
 2. Thresholds
 3. Lighting
 4. Addressing
- F. Energy Code Compliance Forms ENV, MECH, LTG

III. Reflected Ceiling Plan

- A. Ceiling Details
 - 1. Framing System
 - a. Member Sizes
 - b. Spacing
 - c. Bearing Details
 - 2. Suspension System
 - a. Wire Size and Spacing
 - b. Seismic Splays
 - c. Compression Struts
- B. Light Fixtures and Controls
- C. Air Supply and Return for all Spaces
- D. Smoke Detectors (if applicable)
- E. Fire Dampers

IV. Utility Plans

- A. Electrical Plans
- B. Mechanical Plans
- C. Plumbing Plans

CHECK FOR

- 1. Three complete sets of plans
- 2. Plans legible for digitizing
- 3. All sheets signed by person responsible for their preparation
- 4. Proper occupancy classification
- 5. Handicapped Requirements
 - A. Van parking space
 - B. Pedestrian access from the facility being improved to the public sidewalk
 - C. Door clearances, hardware, thresholds
 - D. Toilet room requirements
 - E. Lavatory requirements
 - F. Corridor and aisle widths
- 6. Exiting System Requirements
 - A. Number of exits
 - B. Separation of exits
 - C. Door swings
 - D. Door hardware
 - E. Fire rated corridor requirements
 - F. 20 minute door and frame assemblies
 - G. 45 minute window assemblies
 - H. Smoke detectors
- 7. Ceiling System Details
 - A. Framing member size, spacing, support
 - B. Suspension system wires, size, spacing
 - C. Compression struts
 - D. Supply and return air for all spaces
 - E. Lighting fixtures
 - F. Lighting controls per Energy Commission Requirements
- 8. Wall Details
 - A. Type of framing and spacing
 - B. Anchorage for top and bottom, type, size and spacing

- C. Fire resistive construction notes
- 9. Number of Toilet Rooms
- 10. Safety Glazing (if applicable)
- 11. If Compartmentalization for Exiting
 - A. Smoke activated shutter system to close openings in ‘demising’ walls with smoke detectors on each side of the walls.
 - B. Smoke detectors to delineate an ‘assumed corridor’ to the required suite exits.
- 12. Ramp and handrail details (if applicable)
- 13. Stair and handrail details (if applicable)
- 14. Guardrail details (if applicable)
- 15. Security Code Compliance
 - A. Door thickness
 - B. Door hardware and threshold
 - C. Lighting, doors and parking areas
 - D. Addressing
- 16. Completed and signed Energy Forms attached to each set of plans
 - A. ENV
 - B. MECH
 - C. LTG
- 17. Energy requirements for the Mechanical Installation
 - A. Duct joints sealed
 - B. Ducts insulated
 - C. Setback thermostats
- 18. If the building is fire sprinkled, there must be a note to indicate that sprinkler system, alarm system, or any other type of life safety warning system plans must be reviewed and approved by the City of Orange Fire Department, prior to any system alterations or installation.

FIRE DEPARTMENT NOTE:

“Modified fire sprinkler plans shall be submitted for review, approval and permit issuance.”

“No framing or T-bar approvals will be granted without the Fire Department approval for the fire sprinkler.”