

TUSTIN...



Proud of its Heritage, Preparing for its Future...

June 1999

USER GUIDE FOR THE CONSTRUCTION OF COMMERCIAL BUILDINGS AND TENANT IMPROVEMENTS

PURPOSE

This user guide describes the City of Tustin's minimum requirements for submittal of plans for all non-residential buildings. Planning Division approval is required prior to submitting plans to the Building Division. The following items must be included in the submittal documents before the plans can be accepted for plan check by the Building Division.

I. PERMIT APPLICATION

All projects must have a permit application. California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work. The owner, licensed contractor or their authorized agent can fill out the application. The following describes each section of the Permit Application form.

Project Information: The address, legal description, assessor's parcel number, existing and proposed use of the building or property size, number of stories and a brief description of work must be supplied.

Applicant: This is the name of the person presenting the application to the department.

Property Owner: The name and address of the property owner or the lessee must be printed.

Contractor: If the permit is being issued to a licensed contractor, the name must appear on the permit. If the permit is being issued to an owner/builder, write "owner/builder".

Workers' Compensation: If either the contractor or the owner will have employees performing part or all of the work for the project, the worker's compensation insurance information must be supplied and a Certificate of Worker's Compensation must be on file with the Building Division.

Owner/Builder Declaration: If the property owner is doing all the construction work or will be hiring workers without employing a licensed contractor, it is an "owner/builder" project and the owner builder declaration

must be signed. It waives licensing requirements for contractors and indicates the property owner will be carrying the Worker's Compensation Insurance should any workers be hired. The portion of the form can be signed by the owner, lessee, tenant, architect, engineer, or an agent of any of these.

IMPORTANT: An owner/builder verification form is required for all owner/builder projects. This form will be given to you by the Building Division staff.

Construction/Lending Agency: If the name of the lending agency is not known, the word "unknown" should be written. If there is no lender, the words "no lender", "cash" or "none" should be written.

Applicant Signature: This statement may be signed by the contractor, owner or agent.

II. FEES

Charges for plan check fees shall be paid at the time of submittal. Fees are based on a resolution of the City Council and not by contract price (these charges are listed in the Building Division Fee Schedule). Permit fees, additional plan check and other required fees are collected at the time of permit issuance. Separate permits and fees are required for electrical, mechanical, plumbing and grading plan check and permits. Other fees that may apply include:

- Seismic fee
- Microfilm fee
- School Facility fee
- New Development Tax
- Utility fee
- Bridge and Thoroughfare fee
- Transportation System Improvement Program fee
- East Tustin Facility fees

III. ADDITIONAL APPROVALS

Other approval and clearances that are required may include:

1. Clearance from the Current Planning Division.
2. Clearance from Business License Clerk
3. Clearance from Public Works Department.
4. Fire Department's approval is required for all new structures, additions or alterations to existing structures and all new installations or alterations to existing fire protection systems. Fire Authority plan check requires separate permit application and fees and shall be submitted to the City of Tustin, Building Division. * Some minor projects are exempt from Fire Authority plan check.
5. Health Department's approval is required for food related facilities, underground storage tanks and public pools and spas. For further information contact Orange County Health Care Agency at (714) 667-3737.
6. Clearance from Tustin Unified School District is required for new buildings and additions to floor area to existing buildings. To obtain more information contact the Tustin Unified School District at (714) 730-7301.
7. All non-residential projects must have a completed hazardous material and air quality questionnaire submitted to the Building Division. Depending on the answers to the questions, clearances from Hazardous Material Disclosure office (714/744-0464) and South Coast Air Quality Management District (714/396-2533) may be required.
8. **FLOOD HAZARD:** Projects located within the Flood Hazard area are subject to additional requirements per City of Tustin's "Floodplain Management Regulations."

IV. ARCHITECT'S OR ENGINEER'S STAMP

All sheets of drawings and cover page of structural calculations must be wet signed and stamped by an architect or engineer licensed by the State of California. The stamp shall have the registration number and date of expiration or renewal.

Exceptions: Architects or engineer's signature is not required for: non-structural store fronts, interior non-structural alterations or additions, fixtures, cabinet work, furniture, appliances or equipment.

V. PLANS, CALCULATIONS AND SPECIFICATIONS

Four identical sets of plans must be submitted for plan check (refer to the check list for the required plans for tenant improvements). Plans must be clear, legible and drawn to scale. Once the project is completed, the Building Division maintains microfilm copies of plans, therefore plans shall be drawn clearly enough for microfilming. When required, two

sets of structural calculations, soils report, energy calculations and specifications shall be supplied at the time plans are submitted.

VI. DRAWING REQUIREMENTS

The following information must be supplied on the required drawings:

1. PROJECT DATA

- a. Name, address and telephone number of the owner/applicant.
- b. Name, address and telephone number of the designer, architect and engineer.
- c. Project name and address, legal description and assessor's parcel number.
- d. A list of all the drawings (sheet index).
- e. Intended use of the building and occupancy group(s).
- f. Type of building construction (include note if sprinklered).
- g. Area of the construction (building area analysis).
- h. Governing code editions (1997 UBC, UMC, UPC and 1996 NEC).
- i. Zoning designation, use and off-street parking summary
- j. Brief description of the project.
- k. Any other pertinent information.

2. PLOT PLAN, SITE PLAN

This plan shows a general layout of the lot. It must show:

- a. Boundaries and dimensions of property including interior lot lines, and the names and widths of bordering streets and alleys.
- b. Location and dimensions of existing and proposed buildings, structures, parking, and landscaping areas; identification of the use of all existing and proposed structures, including the number of stores.
- c. Distance from the street property lines to the nearest building or structure, the distance from the property line to the curb, and the distance from property line to the center line of the street.
- d. Identify easements, setbacks, existing and proposed curbs, sidewalks, existing survey hubs, pipes or other permanently installed property line identification, and existing and proposed finish grades.
- e. All architectural projections including stairs and balconies.
- f. Location of all utility lines and meters.
- g. Accessible parking stalls, ramps and path of travel.

-
- h. Parking lot layout and number of spaces required and spaces provided.

3. FOUNDATION PLAN

Provide dimensions and details of foundation including continuous footings, grade beams and pier footings; show footing dimensions, thickness of concrete slabs and reinforcing steel and concrete encased electrodes (UFER ground).

4. FRAMING PLANS

a. Show the material size and location of headers, beams, planks, girders, floor joists and/or trusses. Show reinforcing steel for prestressed and conventionally reinforced concrete members.

b. Show dimensions. Clarify the direction and span length of all members.

c. Show locations, size and type of posts or columns.

5. FLOOR PLANS

Floor plans must show the following: (Note – Some information may more easily be shown in schedules.)

- a. Exterior and interior dimensions.
- b. Use of all rooms.
- c. Size and type of all windows and doors.
- d. Plumbing fixtures and gas fixture locations; water heater and electrical equipment locations.
- e. Door hardware and threshold details.
- f. Disabled accessibility clearances at sanitary facilities and fixtures.
- g. Location of heating and air conditioning facilities.
- h. Location of heating and air conditioning facilities.
- i. All interior finish.
- j. Number of seats (for restaurant or other use where parking is based on seating).

6. CROSS SECTIONS

Show the following:

- a. Interior and exterior finishes.
- b. Size, spacing and type of materials used.
- c. Insulation type and location.
- d. Cross reference connections details.
- e. Roof equipment, vents and exhausts and parapets and/or equipment screens to ensure equipment will not be visible.

7. ELEVATIONS

This is a drawing or view of each new exterior wall. Show the following:

- a. Doors, windows and other openings.
- b. Exterior finishes and colors.
- c. Wall bracing, shear panel locations, or other means of obtaining required lateral bracing.
- d. New and existing grades; height of structure and projections above grade.
- e. Dimensions of eave projections.

8. ROOF PLANS AND DETAILS

Show the following:

- a. Roof pitch and provisions for drainage.
- b. Direction and span of rafters, trusses, beams and headers.
- c. Any special framing at roof area.
- d. Complete roofing specifications.
- e. Roofing materials and fire resistive classification.
- f. Location of all roof mounted equipment, vents and exhausts.

9. ELECTRICAL PLANS

- a. Show electrical load calculations to justify the size and type of equipment and conductors to be installed.
- b. Show panel rated ampacity, AIC ratings, voltage; main lugs only or with main protection; and panel locations.
- c. Show total load and per phase load in watts and amperes.

10. SINGLE LINE DIAGRAM

- a. Show conduit and wire sizes.
- b. Specify aluminum or copper conductors and insulation type.
- c. Show service voltage, amperage, and short circuit current available from utility.
- d. Show service grounding method, ground wire size and cold water bond.
- e. Show size of fuses and/or circuit breakers and ampere interrupting capacities (AIC) of equipment.
- f. Show justification for equipment AIC rating by specifying fuse by manufacturer number of circuit length and/or short circuit calculation.
- g. Show main service arrangement with details on work space, access and connection to utility transformer.

11. LIGHTING PLAN

Show outdoor lighting plan. Outdoor lighting must comply with the City's Security Ordinance. No lighting

shall be installed which would produce light, glare or have a negative impact on adjacent properties.

Manufactures details of all exterior lighting fixtures shall be included for specific approval. Fixtures should be architecturally compatible with the building. Wall mounted fixtures which do not direct light rays to the ground are discouraged. Light standard bases for ground mounted fixtures, including parking lot lights, should be finished compatible with the building finish. Photometric graphs may be required for review of exterior lighting.

For interior lighting, how layout of lighting fixtures, wiring and switching. Identify luminaire type and wattage with supporting Title 24 energy compliance documentation.

12. MECHANICAL AND PLUMBING PLANS

- a. Show type and location of each plumbing fixture.
- b. Show size, type and location of each air conditioning or heating unit.
- c. Show size, type and location of all rough plumbing lines.
- d. Hood plans and grease interceptors must be submitted for restaurants.
- e. Show compliance with a component package or submit Title 24 energy calculations.
- f. Complete single line drawings showing positions, materials, sizes, and lengths of drain, waste, vent, sewage, gas, water lines, and HVAC duct work.
- g. Isometric drawings required for installations of two or more stories (HVAC duct work excepted).
- h. Show waste and water fixture unit loadings; For gas lines, give BTU/hr. demands; For duct work, give cfm values and outside air quantity.
- i. Show roof equipment, exhausts and vents (see roof plan).

13. PRECISE GRADING PLANS (if applicable)

14. LANDSCAPE PLANS (if applicable)

Please refer to the City's landscape and irrigation guidelines for landscaping and irrigation submittal requirements.

VII. IF THE PLANS NEED CORRECTIONS

When plans are submitted for plan check, they are reviewed to ensure that they comply with local and state laws. Correction sheets will be given to you if your project requires corrections. When you have made the changes, please bring the original plans when you return to the Building Division for re-check.

VIII. RETAIN YOUR PAPERWORK

Your permit copies, receipts, approved plans and inspection record card are important documents,

and shall be available at the job site for inspections during construction. When your construction is complete, we recommend that you keep these filed with your property's deed for future reference.

SUBMITTAL REQUIREMENTS FOR COMMERCIAL TENANT IMPROVEMENTS (T.I.)

The following items are the City of Tustin's minimum requirements for submittal of plans for tenant improvements of commercial buildings. For general requirements on permit applications, fees, additional approvals and architect's or engineers stamp, refer to "Submittal Requirements for Commercial Buildings". The following information must be included before plans can be accepted for plan check by the Building Division:

1. Four to seven sets of plans may be required depending upon the following:

- a. Planning Division review required of all submittals.
- b. Building Division review required of all submittals.
- c. Public Works Department review for site improvements.
- d. Fire Authority review required of all tenant improvement projects except for some minor projects. All alterations to the fire protection system shall also be submitted for Fire Authority review.

2. Provide a site plan for reference to locate alterations within existing buildings. Show all the parking striping and indicate how compliance is made with the State Building Code, accessibility regulations for path of travel, building access, and parking requirements.

3. Fully dimensioned floor plans – indicate use of each room exit door and sizes, width of corridors, etc. Label all existing construction as "existing" and all proposed construction as "new" and identify existing walls to be removed, existing walls to remain and new walls. In the case of restaurants, or other uses where parking is based upon seating, please identify the number and layout of such seating.

4. Show a typical section framing detail of partition walls and demising walls to show height of partition and suspended ceiling and distance from ceiling to structure above. Framing details of partition wall shall be in compliance with UBC, Chapter 16.

5. Provide a reflected ceiling plan and ceiling hanger and bracing details conforming to City of Tustin standards (UBC Standard, 1997 Edition 25-2).

6. Electrical plans to include:

- a. Load panel schedule showing new and existing loads.
 - b. Single line diagram and lighting layout showing required supporting for hung fixtures and location of switches.
7. Mechanical plans to include:
- a. Mechanical equipment sizes, layout and equipment support for new or altered units.
 - b. Ducting sizes and layout showing new and existing.
 - c. Section details identifying roof mounted equipment and parapets and/or equipment screens to ensure such equipment would not be visible from view.
8. Plumbing plans to include:
- a. Single line diagram showing size, materials and length of drain, waste, vent, sewer, gas and water lines that are altered. Show point of connection and existing lines that are effected by alteration.
 - b. Show waste and water fixture unit loadings.
 - c. Isometric drawings are required for alterations of two or more stories.
9. Energy efficiency calculations are required when there are changes to lighting systems, space conditioning systems, water heating systems, or the building envelope.
10. Accessibility to the tenant space, primary path of travel, sanitary facilities, drinking fountains, and public telephones shall be upgraded to conform to the State Disabled Access regulations.

For additional information or staff assistance, we invite you to contact:

City of Tustin
 Community Development Department
 300 Centennial Way
 Tustin, California 92780
 (714) 573-3131 or 573-3132

In compliance with Federal regulations, the City of Tustin does not discriminate on the basis of race, color, national origin, age or disability.

Staff are available to answer your questions during office hours between 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on alternate Fridays. (City Hall is closed every other Friday)

OTHER USER GUIDES AVAILABLE

- Signs
- Pools and Spas
- Residential Room Additions
- Temporary Use Permits
- Gazebos and Patio Covers
- Reroofing
- Furnaces
- Water Heaters
- Wood & Metal Fences
- Masonry Fences & Walls
- Patio Slabs & Walkways
- Built-in Outdoor Barbecues
- Suspended Ceilings
- Drywall Installation
- Commercial Tenant Improvements

PRINTED ON RECYCLED PAPER



