



**Community Development Department, Building and Safety,
6650 Beach Boulevard, Buena Park, CA 90621**

TENANT IMPROVEMENTS

PURPOSE

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

I. PERMIT APPLICATION

All projects require a permit application. California law requires that every permit applicant provide specific information and make certain declarations regarding the proposed work. The owner, licensed contractor, or 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 (please be specific).

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 provided.

Worker's Compensation: If either the contractor or the owner have employees performing part or all of the work for this project, a **Certificate of Worker's Compensation** must be provided at time of permit issuance.

II. PLANS, CALCULATIONS AND SPECIFICATIONS

Two to **Five** identical structural/architectural sets of plans must be submitted for plan check. Plans must be clear, legible and drawn to scale. Once the project is completed, the Building Division maintains scanned copies of plans, therefore plans shall be drawn clear enough for electronic storage retention. Two sets of structural calculations.

III. 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 and engineer's wet stamp and signature.
- c. Project name and address, legal description and assessor's parcel number.
- d. A list of all the drawings (sheet index and **fully dimensioned** site plan).
- e. Intended use of the building and occupancy group(s).
- f. Type of building construction (include note if **sprinklered**).
- g. Area of construction (building area analysis).

- h. Governing code editions (2016 CBC, 2016 CEC, 2016 CPC, 2016 CMC, 2016 Green Building Code and 2016 CFC).
- i. Zoning type and parking requirement summary.
- j. Brief description of the project scope of work (be specific).
- 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 allies.
- 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 stories.
- 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. Disabled parking stalls, ramps and path of travel – very clearly show on plans the path of travel.
- h. Parking for 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, girders, floor joists and/or trusses. Show reinforced steel for pre-stressed and conventionally reinforced concrete members.
- b. Show dimensions. Clarify the directions 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 be read easier by showing 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. All interior finishes.
- i. Number of seats (for restaurant or other use where parking is based on seating).

6. CROSS SECTIONS

- 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 PLAN DETAILS

- 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.
- d. Show lighting compliance per energy code.

9A. 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 availability 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 capabilities (AIC) of equipment.
- f. Show justification for equipment AIC rating by specifying fuse by manufacturer number or circuit length and/or short circuit calculation.
- g. Show main service arrangement with details on work space, access and connection to utility transformer.

9B. LIGHTING PLAN

Show outdoor lighting plans. 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 that 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, show layout of lighting fixtures, wiring and switching. Identify luminaries, type and wattage with **supporting Title 24 Energy Compliance documentation.**

10. MECHANICAL AND PLUMBING PLANS

- a. Show type and location of each plumbing fixture.
- b. Show size, type and location of each air conditioner 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 accepted).
- h. Show waste and water fixture unit loadings; for gas lines, give BTU/hr. demands; for duct work provide CFM values and outside air quality.
- i. Show roof equipment, exhausts and vents (see roof plan).

11. LANDSCAPE PLANS (if applicable)

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

IV. ARCHITECT OR ENGINEER STAMP

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

V. ADDITIONAL APPROVALS

Other approvals that may be required include:

1. Planning Division. For more information call 714-562-3620.
2. Public Works Department. For more information call 714-562-3676.
3. Orange County Fire Authority approval is required for all new structures, additions or alterations to existing fire protection systems. Fire Authority plan check requires separate permit application and fees and shall be submitted to the City Building Division.

Call Orange County Fire Authority for fire sprinkler requirements at (714) 573-6100. Some minor projects are exempt from Fire Authority plan check.
4. Health Department approval is required for food related facilities, underground storage tanks and public pools and spas. For more information call (714) 433-6000.

5. All non-residential demolition projects must have a completed hazardous material and air quality questionnaire submitted to the Building Division. The completed questionnaire will determine if clearances from Hazardous Material Disclosure office (714) 744-0464 and South Coast Air Quality Management District (714) 396-2533 may be required.
6. FLOOD HAZARD: Projects located within the Flood Hazard area are subject to additional requirements per City "Floodplain Management Regulations."

VI. FEES

Both Zoning and structural plan check fees shall be paid at time of plans submittal. Fees are based on a resolution of the City Council and **not by contract price** (these fees are listed in the Building Division Fee Schedule).

Permit fees are collected at time of permit issuance.

VII. IF PLANS HAVE 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 provided if your project requires corrections. When you have made the changes, please bring the **original plans, correction sheets, corrected plans** and **mark-up documents** when you return to the Building Division for plan resubmittal.

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.

For additional information or staff assistance, please contact:

City of Buena Park
Community Development Department
6650 Beach Boulevard
Buena Park, CA 90622
714-562-3636

Plans accepted Monday through Thursday from 7:30 a.m. to 4:30 p.m. and Fridays when open.

Staff is available to answer your questions during office hours between 7:30 a.m. to 5:30 p.m. Monday through Thursdays and alternating Fridays per month. Please check the City of Buena Park's website for working Fridays at www.buenapark.com.