



TENANT IMPROVEMENT SUBMITTAL CHECKLIST

It is important to consult with the Planning Department to verify that your project can be approved per the zoning and parking requirements prior to incurring the expense of having plans drawn up and submitted for plan check.

Please submit plans, through our City's Online Permit Portal. If OC Fire Authority is required please submit directly to OCFA www.ocfa.org. Approval required prior to issuance.

PLEASE NOTE: If *all* items on this list are not with the plans at the time of submittal, the plans **may be rejected** by the Building Permit Technician as incomplete. Even If the plans are accepted by the Permit Technician, they **may still be rejected** by the Plan Checker as incomplete.

1. **Site Plan** - Show the building location (vicinity map, legal address, all paths of travel and accessibility requirements, scope of work, and area of work square footage)
2. **Floor Plan** - Label use of all rooms, dimensions of rooms, equipment, windows, doors, ramps, stairs, fire extinguishers, exit signs, alarms/detectors and bathrooms. Label all fire-related walls and state type and hour rating.
3. **Occupancy** - Indicated type of occupancy and the proposed use of the improved area (*ie., retail sales, woodshop, office, etc.*).
4. **Type of Construction** - Indicate type of construction of existing building (*ie., wood frame, concrete tilt-up, masonry, etc.*)
5. **Detailing** - Show all existing and proposed walls, indicating which are the proposed walls. Also provide a wall section detail showing stud size and type, plates, method of attachment at floor and ceiling or roof, etc.
6. **Doors** - Show all door locations, fire-rating (If applicable), direction of swing, self closing mechanisms, etc.
7. **Electrical** - Floor plan, load calculations, single line drawing of service, conduit type and size, and wire type and size. Label location of all equipment.
8. **Lighting & Electrical Layout** - Provide lighting and electrical layout. Include panel schedule with load calculations.
9. **General Accessibility** – Provide entrances, exits and path of travel with details. Include restrooms and details if applicable.
10. **Plumbing** - Drain, waste and vent schematic. Drain waste vent (DWV) plan. Water plan, line sizes and lengths, water heater location and type, water meter location, gas line and sizes, and fire sprinkler plans.
11. **Mechanical** - Provide mechanical drawings showing location of existing and proposed registers, location of FAU's, kitchen equipment, heating systems design, cooling system, and ventilating system combustion air requirements and ducting.
12. **Energy Compliance Forms** - Provide Title 24 Energy Conservation for proposed Tenant Improvement spaces involving conditioned space within a shell building.
13. **Design Professional's Stamp** - Every page of each set of plans must be stamped and signed by the Design Professional prior to permit issuance.



DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR NEW BUSINESSES AND COMMERCIAL BUILDING PERMITS:

This notice is provided in compliance with AB3002. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the City, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.

Laguna Hills City Hall
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Laguna Hills, California 92653

Building Counter Hours
M-Th: 1:00 p.m. – 5:30 p.m.
Fri: 1:00 p.m. – 5:00 p.m.

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