



# City of Pomona —Building and Safety Division

## Tenant Improvement

Items listed below shall be identified in the working drawings. Five complete sets of plans are required. When required by the Architectural and/or the Professional Engineers Act, the drawings shall be stamped and wet signed by that Architect or Engineer.

*2016 California Building Codes  
Adopted codes by the City of Pomona.  
Allowable floor area C.B.C. Chapter 5, Table 506.2  
Occupancy group C.B.C. Chapter 3*

*Type of construction C.B.C. Chapter 6, Table 601  
Occupant load C.B.C. Chapter 10, Table 1004.1.2  
Sanitation facilities C.P.C. Chapter 4, Table 422.1  
Disabled access requirements C.B.C. Chapter 11-A/11-B*

Plans shall consist of:

### **1. Plot Plan**

- \* Fully dimensioned.
- \* Legal description.
- \* Lot lines indicated.
- \* All existing improvements.
- \* Use of adjacent structures/tenant spaces.
- \* *Location of existing and/or proposed utilities.*

### **2. Floor Plan**

- \* Fully dimensioned.
- \* Identify all rooms in occupied space (office, storage, etc.).
- \* Exits (number, width, distance to, direction of, hardware requirements, etc.).
- \* Corridors (type of construction, width, access to exits, etc.).
- \* Show all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.).
- \* Identify all occupancy separations and indicate fire resistive rating of each.

### **3. Wall Section**

- \* Typical wall section indicating stud size, height, spacing, insulation, wall finish, and structural connections.

### **4. Plumbing Plan**

- \* Plumbing isometric/schematic (water, gas, waste). 1) Size all lines. 2) Show vents, soil, and cleanouts.
- \* Show type of material to be used.

### **5. Mechanical Plan**

- \* Mechanical isometric/schematic, size all ducts.
- \* Location of return air.
- \* Location of all fire dampers.
- \* Method and amount of combustion air.
- \* Location of all HVAC units.
- \* Kitchen hoods (provide complete details as applicable).

### **6. Electrical Plan**

- \* One line diagram (show service, feeder, panel, conductor, disconnect, overcurrent protection, grounding, etc.).
- \* Panel schedules with circuit identification.
- \* Indicate all outlet, fixture, and equipment locations.
- \* Indicate all hazardous electrical locations as applicable.
- \* Provide complete electrical load calculations.

### **7. Energy Compliance**

- \* Energy calculations as required by Title 24
- \* Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information.
- \* Envelope calculations, including ENV-1 certificate of compliance form and related applicable forms and information.
- \* Lighting calculations, including the LTG-1 certificate of compliance form and related applicable forms and information.
- \* *Note: Show all of the requirements of the energy calculations on the plans.*

### **8. Additional plans and/or information**

- \* T-bar ceiling details.
- \* Sprinkler plan (when required by code or fire ordinance).
- \* All conditions of approval issued by the Planning Department.
- \* Tenant improvement doing no construction with no previous tenant, needs Transportation, Environmental Health, Fire clearances, and Land Use approval.
- \* Structural calculations if applicable