

City of San Gabriel
Community Development Department
 425 South Mission Drive, San Gabriel, CA 91776
 (626) 308-2806
 www.sangabrielcity.com

Tenant Improvement Checklist

Applicant Name: _____ **Address:** _____

Welcome to the City of San Gabriel! To expedite the processing of your application, use this checklist to meet the requirements of the Planning and Building Divisions.

Submittal Requirements

- 1) All construction projects, regardless of the scope of work, must be routed through the Planning Division first, accompanied by the City-provided application and filing fee of \$70, prior to submitting plans to the Building & Safety Division for Plan Check or Permit process.
- 2) Prepare and submit three (3) complete sets of site and floor plans to the Building & Safety Division for either Plan Check or Permit issuance (as applicable – a few minor projects may be handled over the counter, such as block walls, channel letter signs, etc.)
- 3) Any incomplete applications will not be accepted.

No.	Item	Verified:
1	Site Plan: Include the following -	
	Show building and applicable site of tenant improvement. Include streets, adjacent tenants, entrance(s), and disabled access parking	
	Indicate building size and type of construction (tilt-up, wood frame, etc.)	
2	Floor Plan: Include the following –	
	Dimensioned to show the location and size of rooms, walkways, and other internal features	
	Labeled use, size of room in square feet, and dimensions of each room. If changing use of tenant, show parking plan (see below)	
	Show all door and window sizes and locations	
	Bathrooms: Show proposed bathrooms containing a window or exhaust fan for adequate ventilation	
3	Framing Plan: Include the following -	
	General Framing Plan: Identify compliance with occupancy separation as necessary	
	Floor Framing Plan (Multiple Story Structures): Show any shaft penetrations	
4	Utility Plans: Include the following -	
	Electrical Plans: Show panel schedule, single line diagram, reflected ceiling plan, as applicable to the Tenant Improvement	
	Mechanical Plans: Register any applicable equipment locations	
	Roof-Mounted Equipment: Show any roof-mounted equipment to be added and their structural supports	
5	Additional Submittals: Include the following (If applicable) -	
	Structural Calculations: Two (2) sets, wet stamped and signed	

	Title 24, Envelope, Lighting, and/or Mechanical (all required if new, conditioned space): Two (2) sets, wet stamped and signed by the person responsible for the preparation of these forms	
	Truss Calculations: Two (2) sets, wet stamped and sign	
6	Additional Structures (Trash enclosures, walls/trellises, etc.):	
	Block perimeter or interior walls, retaining walls, etc., shall be identified as part of the submittal on the title sheet. Lineal footage and height of trash enclosure or block walls, and dimensions of additional structures shall be shown on the plans. Construction details for such additional structures, such as footings and materials used shall also be shown.	
7	Parking Plan: Include the following (If applicable) - <i>For a detailed parking plan requirement, ask staff for a separate checklist</i>	
	Summary indicating required and provided number of parking spaces including handicap spaces	
	Identify type of tenant space and gross floor area	

ADDITIONAL APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE:

- School Impact Fees Paid (As applicable for new construction and additions)
- Health Department approval (for food service related uses)

Checked by: _____ **Date:** _____