



**APPLY ONLINE AT [WWW.CITYOFRC.US/ACCELERATE](http://WWW.CITYOFRC.US/ACCELERATE)**

*SUBMIT ELECTRONIC PLANS • TRACK STATUS • REQUEST INSPECTION*

## **TENANT IMPROVEMENT PLAN CHECK SUBMITTAL CHECKLIST GUIDELINES**

**ELECTRONIC PLAN REVIEW IS AVAILABLE FOR THIS PERMIT TYPE ON ACCELERATE**

### ***SUBMITTAL PROCESS***

Four (4) complete sets of dimensioned and scaled drawings, including:

- Site Plan/Cover Sheet** – vicinity map, adjacent streets, entrance, disabled access parking, scope of work, type of construction & occupancy, square footage, occupant load, exit & exit width, governing codes, and uses(s) of adjacent tenant spaces.
- Floor Plan** – clearly defining existing area, proposed scope of work, door & window sizes, and locations.
- Electrical Plans** – panel schedule, single line diagram, reflected ceiling plan.
- Mechanical Plans** – register location, equipment locations, cfm balancing information.
- Plumbing Plans** – fixture locations.
- Two Sets of Energy Calculations** – as required for proposed scope of work.
- Other Architectural and/or Structural Plans** – fully describing proposed improvements, if needed.
- Two sets of wet stamped and signed structural calculations**, or a digital stamp and signature for electronic document submittals.
- Separate Plan Check Submittals are required for each separate suite. Each suite will be issued a separate permit.
- Please seek professional assistance from a licensed architect, engineer, and/or interior designer to prepare the plans and documentation.

### ***FEES & PLANNING***

1. Please contact the *Building & Safety Services Department* at **909-477-2710** or [buildingandsafety@cityofrc.us](mailto:buildingandsafety@cityofrc.us) directly to obtain associated fees for tenant improvement permits.
2. Please contact the *Planning Department* at **909-477-2750** directly to determine if there are any Planning requirements that may affect your project.
3. Please contact the *Engineering Department* at **909-477-2740** directly to determine if there are development impact fees applicable to your project.

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**PLAN CHECK APPLICATIONS NEED TO OBTAIN CITY APPROVALS FROM THE BUILDING, FIRE, PLANNING & ENGINEERING DEPARTMENTS. IN ADDITION TO CITY APPROVALS DEPENDING ON THE TYPE OF PROJECT, A CLEARANCE OR APPROVAL FROM THE FOLLOWING AGENCIES ARE REQUIRED.**

- Contact *Cucamonga Valley Water District (CVWD)* to obtain a plumbing release when adding fixtures to a plumbing system. **909-987-2591**. CVWD review takes up to **6 weeks** for processing.
- Contact *San Bernardino County Environmental Health Services* to obtain approval for food service businesses. **800-442-2283**.
- Proposed new or revised suite numbers are reviewed, approved and issued by the *Building & Safety Services Department*.