



*City of Rancho Cucamonga*

**BUILDING AND SAFETY SERVICES DEPARTMENT**

10500 Civic Center Drive • Rancho Cucamonga, CA 91730

Tel: (909) 477-2710 • Fax: (909) 477-2711 • www.CityofRC.us

# TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

**Submit four (4) complete sets of dimensioned and scaled drawings, including:**

- Site plan - showing streets, adjacent tenants, entrance and disabled access parking.
  - Building plan – include building size and type of construction (tilt-up, wood frame, etc.)
  - Floor plan - show all door and window sizes and locations, label the use of all rooms.
  - Other architectural and/or structural plans so as to fully describe proposed improvements.
  - Electrical plans - panel schedule, single line diagram, reflected ceiling plan.\*
  - Mechanical/Plumbing Plans – register equipment location, fixture location\*
  - Two sets of wet stamped and signed structural calculations if required
  - Two sets of energy calculations – Env., Ltg., and/or Mech. (all if new conditioned space).
  - Hazardous materials questionnaire (available at Building & Safety Counter).
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- **Separate Plan Check submittal is required for each separate suite**
  - **Separate plan check submittals may be required for services greater than 400 amps.**
  - **For new roof mounted equipment, provide a roof plan with structural calculations to show that the existing roof is capable of supporting the proposed equipment.**
  - **Please contact the Planning and Engineering Departments directly to obtain their fees associated with Tenant Improvement submittals.**





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**ADDITIONAL APPROVALS THAT MAY BE REQUIRED PRIOR TO  
PERMIT ISSUANCE:**

- Fire Construction Services, Planning Division, and Engineering Division for all projects.
- Cucamonga Valley Water District (CVWD), for any changes or improvements to plumbing facilities. (909/987-2591)
- San Bernardino County Environmental Health Services, for food service type of businesses. (909) 387-4608
- USPS – new/revised suite numbers to be approved by the Post Office