



TENANT IMPROVEMENT PLAN CHECK SUBMITTAL GUIDELINES

SUBMITTAL PROCESS

- Site Plan/Cover Sheet** – vicinity map, adjacent streets, entrance, disabled access parking, scope of work, type of construction & occupancy, square footage, occupant load, fire sprinkler status (Y/N), 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, and reflected ceiling plan.
- Mechanical Plans** – register location, equipment locations, and cfm balancing information.
- Plumbing Plans** – fixtures location.
- Energy Calculations** – per *California State Title 24*.
- Other Architectural and/or Structural Plans** – fully describing proposed improvements, if needed.
- Stamped and Signed Structural Calculations**, 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 310.217.9530 or cddbldingservices@cityofgardena.org directly to obtain associated fees for residential permits.
2. Please contact the *Planning Department* at 310.217.9530 or CDDPlanningandZoning@cityofgardena.org directly to determine if there are any Planning requirements that may affect your project.
3. Please contact the *Engineering Department* at 310.217.9568 directly to determine if there are development impact fees applicable to your project.

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 **Golden State Water (GSWD)** to obtain a plumbing release when adding fixtures to a plumbing system. 800.999.4033. *GSWD* review takes up to 4 **weeks** for processing.
- Contact **Los Angeles County Environmental Health Services** to obtain approval for food service businesses. 626.430.5560.
- Proposed new or revised suite numbers are reviewed, approved and issued by the **Building & Safety Services Department**.