



## 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

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1. Please contact the Building & Safety Services Department at 310.217.9672 or [building@cityofgardena.org](mailto:building@cityofgardena.org) directly to obtain associated fees for residential permits.
2. Please contact the Planning Department at 310.217.9524 or [planning@cityofgardena.org](mailto:planning@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.

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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 **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**.