

## COMMERCIAL / TENANT IMPROVEMENT PLAN CHECK REQUIREMENTS

1. **Four (4) complete sets of drawings prepared by a State of California licensed architect or engineer.** They are to be drawn to scale on a minimum 24"x 36" or larger sheet. All sheets of plans are to be wet stamped and signed by the civil or structural engineer or architect licensed by the State of California.

Drawing Shall Include:

- Site Plan (showing all adjacent buildings/suites)
- Architectural Details
- Floor Plan
- Framing Plan
- Cross-sections
- Exterior Elevations
- Foundation Plan (if applicable)
- Window and Door Schedules
- Occupancy Group
- Occupancy Load
- Type of Construction
- Number of Employees
- Interior Elevations

2. **The following plans must be designed, signed and stamped by the appropriate licensed/registered professional or appropriate licensed contractor(s) (B&P Code Sections 5537.2, 5537.4, 6737.4):**

Electrical Plans Include:

- Load Calculations
- Panel Schedules
- Single Line Diagram

HVAC Plans Include:

- Piping Sizes
- Equipment Location & Schedules
- Duct Location Diagram

Plumbing Plans Include:

- Isometrics
- Gas Piping
- Sizing
- Material
- DWV
- Water
- Lengths

3. **One (1) additional copy of site plan and floor plan(s) required by Riverside County Assessor.**
4. **Provide two (2) sets of the Title 24 Energy Compliance Documentation:**
  - a. A copy of the base building CF-1 form
  - b. CF-1 Parts 1 and 2 for the tenant improvements
  - c. MF-a Mandatory Measures Checklist

(over)

COMMERCIAL / TENANT IMPROVEMENT  
PLAN CHECK REQUIREMENTS  
PAGE 2

5. **Two (2) sets of Structural Calculations.** Structural calculations shall have original stamps with the engineer's signature, license number and expiration date on the front sheet. In addition, all associated structural sheets shall also be stamped and signed by the engineer.
6. **Two (2) sets of Riverside County Health Department approval for private sewage systems (if applicable).**
7. **Two (2) sets of Riverside County Health Department approved plans for establishments serving or selling food.**
8. **The following releases and approvals will be required prior to issuance of a building construction permit.**
  - a. Planning Division (if not given prior)
  - b. Eastern Municipal Water District
  - c. Riverside County Health Department (when applicable)
  - d. Fire Prevention
  - e. Public Works / Engineering (new structures only)
  - f. Special Districts (when applicable)

**For more information, contact  
Building and Safety Division  
Phone (951) 413-3350, or FAX (951) 413-3363**