



INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION

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DOCUMENT SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO AN EXISTING COMMERCIAL/INDUSTRIAL BUILDING

This Information Bulletin contains the suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information, for a **“TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO AN EXISTING COMMERCIAL / INDUSTRIAL BUILDING”**.

The lists contained in this Information Bulletin are only suggested minimum document submittal requirements and some projects may not require all of these documents while others may require additional documents and information.

For additional information regarding specific document submittal requirements, please contact:

Metro
201 N. Figueroa St.
4th Floor
888-524-2845

Van Nuys
6262 Van Nuys Blvd.
Room 251
888-524-2845

West Los Angeles
1828 Sawtelle Blvd.
2nd Floor
888-524-2845

For telephone inquiries originating from outside of Los Angeles County, call (213) 482-0000.

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans - Plot plan
 - Floor plan
 - Exterior elevations and cross-sections
 - Disabled access features
2. Structural Plans
 - Foundation plans for new construction (if applicable)
 - Floor and roof framing plans for new construction (if applicable)
 - Structural framing and connection details
3. Grading plans when grading is proposed
4. Plumbing Plans (including relevant information from architectural plans for new components)
5. Mechanical Plans (including relevant information from architectural plans for new components)
6. Electrical Plans (including relevant information from architectural plans for new components)

B. Calculations

1. A complete set of Structural Calculations (for vertical and lateral loads) signed by responsible professional
2. Energy Calculations and Forms for new elements (Title 24)

C. Other Documents

1. Hazardous Material Inventory List (list type and quantities of chemicals stored on site)
2. Material specifications

II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

A. General Information

1. Plans prepared with ink or indelible pencil or by a reproduction process, drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders
2. Signature and stamp on all documents by architect or engineer (cover sheet of each document to be wet signed and stamped)
3. Name, title, registration (if applicable), address, and telephone number of architect or engineer on cover sheet

4. Project name and address, as well as project owner's name, address, and telephone number
5. Cover sheet information:
 - a. Applicable codes and editions (UBC, UMC, UPC, NEC & Energy)
 - b. Description detailing scope of all work
 - c. Occupancy group(s) and type of construction
 - d. Gross floor area of tenant improvement work
 - e. Index of all sheets of plans and attachments

B. Architectural Plans

1. Plot plan including:
 - a. Vicinity Map and North Arrow
 - b. Lot dimensions, property lines, and street and alley locations
 - c. Building footprint showing all projections and dimensions to property lines and adjacent structures
 - d. Fully dimensioned parking lot layout, driveway locations, and sidewalks, including all required disabled access features, such as disabled parking spaces and paths of travel from disabled parking spaces and public sidewalks to building entrances
 - e. Easements and visible utilities on site
2. Fully dimensioned floor plans, including room sizes and uses (existing and proposed uses for change of use projects), corridor and aisle widths, and all disabled access features for tenant improvement area, including fully dimensioned restrooms, drinking fountains, and public telephones. Floor plan shall also clearly show paths of travel to all areas of alteration, restrooms, drinking fountains, and public telephones
3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, and gables, and construction material of roof for additions
4. Exterior elevations detailing all exterior walls and cross sections in each direction for additions
5. Interior elevations including fixed cabinets, counters, drinking fountains, and public telephones to show compliance with all applicable disabled access requirements
6. Door and window locations and door and window schedules including size and type and threshold details and LA City RR numbers for skylights
7. Fully dimensioned elevator, ramp, and stair details, including rise and run for stairs, handrails, and all member sizes
8. Show all exit locations, including exit paths and exit lighting
9. Detail fire separation wall locations and construction
10. Detail fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction
11. Provide fireplace details, including LA City RR number
12. Provide finish schedule with flame spread ratings
13. Disabled access notes to cover all other applicable accessibility requirements that are not covered by details

C. Structural Plans

1. Structural wall sections including connection details at foundation, floor, and roof levels for additions and structural alterations
2. Post and girder connection details for additions
3. Footing, pier, and grade beam details for additions
4. Shear wall and holdown details, including wall construction, nailing, anchor bolts, transfer connections, and holdowns for additions and structural alterations
5. Stairway framing and connections, including handrails, and dimensions of all members
6. Flashing details when flashing provided for additions
7. Material specifications

Prefabricated
Trusses

1. Roof framing plan with truss I.D. number and manufacturer's name
2. Detail of all trusses, including gable bracing and bridging
3. Detail of all truss splices, connections, plate sizes, and hangers
4. Truss plans to be stamped designating review and approved by responsible engineer

D. Grading Plans

1. Existing and proposed grading plans
2. Pad elevations, ground slope drainage pattern, and topographic plans prepared with 5'-0 contours
3. Retaining walls and drainage systems

E. Landscaping Plans

1. Show all structures, including accessory structures, walkways, etc., including all required disabled access features

F. Plumbing Plans

1. Site utility plan and sizing calculations
2. Waste and vent pipe and sizing calculations
3. Water piping sizing calculations
4. Kitchen plan for common area kitchens
5. Roof drain plan and sizing calculations
6. Condensate drain plan and hydronics piping plan

G. Mechanical Plans

1. HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire-dampers
2. Environmental and product conveying duct plan
3. Gas piping and sizing calculations
4. Kitchen plan for common area kitchens and Los Angeles County Health Department

approval

H. Electrical Plans

1. Load calculations and panel schedule
2. One-line diagrams, including wire and conduit sizes
3. T-24 Energy forms and calculation sheets completed, including signatures, and attached to plans.

III. SEPARATE PLANS & PERMITS

1. Demolition of structures on site
2. Fire sprinkler, smoke detection, and fire alarm system installation
3. Storage racks and other equipment installations
4. Separate electrical, mechanical, sprinkler, HVAC, and plumbing plan check and/or permits may be required. Please check with each discipline sections for your project.

NOTE:

- (1) This is not a complete list of all document submittal requirements and additional information may be required after plan review.
- (2) Review and approval from other departments and agencies, such as Health, Fire, City Planning, and Public Works (sewer), may be required.