



**INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION**

REFERENCE NO.:  
**DOCUMENT NO. P/GI 2023-006**  
Previously Issued As: P/GI 2020-006

Effective: 01-01-2023  
Revised: 01-01-2023

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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 an **“TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO AN EXISTING COMMERCIAL/INDUSTRIAL BUILDING”**.

The lists contained in this Information Bulletin are only the suggested minimum document submittal requirements. 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 Office  
201 N. Figueroa St.  
4th Floor

Van Nuys Office  
6262 Van Nuys Blvd.  
Room 251

West Los Angeles Office  
1828 Sawtelle Blvd.  
2nd Floor

For telephone inquiries call 311, or 213-473-3231 for calls originating from outside the City of Los Angeles

**I. DOCUMENT SUBMITTAL LIST**

**A. Plans**

- 1. Architectural Plans
  - Existing Plot plan
  - Proposed Plot plan
  - Existing Floor plan
  - Proposed Floor plan
  - Exterior elevations and cross-sections
  - Disabled access features
  
- 2. Structural Plans
  - Foundation plan
  - Floor and roof framing plan
  - Structural framing and connection details

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2. Grading Plans when grading is proposed
3. Plumbing Plans (including relevant information from architectural plans for new components)
4. Mechanical Plans (including relevant information from architectural plans for new components)
5. Electrical Plans (including relevant information from architectural plans for new components)
6. Green Building 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 a State of California licensed Civil or Structural Engineer or Architect
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
3. Soil Report and Geological Hazard Study if in Geologic Hazard Zone
4. Methane report (if applicable)
5. Building records including but not limited to building permits with plot plans and associated Certificate of Occupancies.

**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" for a commercial or industrial building. 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 a licensed architect or engineer in the State of California (cover sheet of each document to be wet signed and stamped) when required by Information Bulletin, P/BC 2023-073
3. Name, title, registration (if applicable), address, and telephone number of architect or engineer on the cover sheet of the plans.
4. Project name and address, as well as the project owner's name, address, and telephone number.
5. Cover sheet information:
  - a. Applicable codes and editions

- b. Description detailing scope of all work (list any deferred item outside of scope of work)
- c. Occupancy group(s) and type of construction
- d. Gross floor area of tenant improvement work or floor area summary for building(s).
- e. Index of all sheets of plans and attachments

## **B. Architectural Plans and Green Building Plans**

1. Plot plan including:
  - a. Vicinity Map and North Arrow
  - b. Lot dimensions, property lines, and street(s) and alley locations
  - c. Building footprint showing all projections and dimensions from the property lines and adjacent structures
  - d. Fully dimensioned existing parking lot layout, proposed 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 project), 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, gables, and construction material of roof for addition
4. Exterior elevations detailing all exterior walls and cross section 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
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 pre-fabricated fireplace model type, manufacturer's name and an underwriter laboratories certificate number
12. Provide finish schedule with flame spread rating

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 new 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 is provided for additions
7. Material specifications
  - a. prefabricated Trusses
    - i. Roof framing plan with truss I.D. number(s) and manufacturer's name
    - ii. Detail of all trusses, including gable bracing and bridging
    - iii. Detail of all truss splices, connections, plate sizes, and hangers
    - iv. Truss plans to be stamped by the design engineer of records, indicating that the plans have been reviewed by him/her

### **D. Structural Plans**

1. Existing and proposed grading plans
2. Pad elevation, 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 and sizing calculations
2. Waste and vent pipe and sizing calculation
3. Water piping sizing calculation
4. Kitchen plan for common area kitchens
5. Roof drain plan and sizing calculations
6. Condensate drain and hydronic 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 calculation
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. Miscellaneous Plans and Permits**

- A. Demolition of structures on site
- B. Fire sprinkler, smoke detection, and fire alarm system installation
- C. Storage racks and other equipment installations
- D. Signage

### **NOTE:**

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