



**CITY OF ONTARIO
BUILDING DEPARTMENT**
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**INFORMATION
BULLETIN
400**
Effective: 1 / 1 / 2014
Revised: - / - / -

TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

A tenant improvement is an alteration to the interior of an existing non-residential tenant space including any change of use (ex: office to retail) to a tenant space. The work can include, but is not limited to, revising floor layout, changing existing ceiling, adding new ceiling, constructing new partitions, constructing new restroom(s), and installation of mechanical, plumbing, or electrical systems.

In the event the tenant space is going to be occupied by a food establishment, such as a restaurant or market, a building permit will not be issued until the customer can demonstrate that approval from the San Bernardino County Environmental Health Department has been obtained.



Number of sets of plans required for initial submittal:

- Four (4) set of plans are required and will be routed as follows:
 - One set will be routed to the Planning Department if the construction includes any exterior work or a change of use.
 - One set will be routed to the Fire Department if the work involves any assembly occupancy (ex: restaurant with an occupancy of 50 or more), any mall tenant improvement, or hazardous occupancy.

Plans, drawn on 18" X 24" or larger paper, shall include the following:

1. Owner's name, address, and phone number.
2. All plans shall be wet-signed by the designer or wet-signed and stamped by a licensed architect. Structural calculations (if required) shall be wet-stamped and signed by a California licensed architect, civil engineer, or structural engineer.
3. Site plan showing location of parking, disabled access routes, and building entrances.
4. Building floor plan showing all rooms/doors and the exit system. Wall section showing its construction and attachment at the top and bottom.
5. Compliance with disabled access requirements, (ex: main entrance, path of travel from public sidewalk/parking, restrooms, drinking fountains, and telephones (if provided)).
6. Complete door, window, and finish schedules.
7. Reflected ceiling plan if new ceiling is provided.
8. All mechanical, electrical, and plumbing work.
9. Energy compliance.
10. CALGreen compliance when applicable.