



City of Oceanside  
Building Division  
300 N. Coast Hwy  
Oceanside, CA 92054  
(760) 435-3950

# Submittal Requirements

## Commercial Tenant Improvements

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Tenant improvement plans are required when interior alterations to an existing commercial or industrial building are being made, or when there is a change of occupancy. In most cases, **four** sets of plans are required. Depending on the scope of work, a complete submittal consists of the following:

### **Plot plan:**

Includes property owner name, address and phone number, designer name, address, phone number and license number, proposed business name, *existing building data (i.e. type of construction, occupancy, occupant load etc.)*, *proposed building data*, layout of the existing building and location of the tenant improvement, all property lines and existing structures, setback dimensions for all structures, accessible parking and path of travel etc.

### **Floor plan:**

Includes interior dimensions and use of rooms, shows existing walls, walls to be removed, new walls, interior partitions, one hour corridors, windows and doors, location of plumbing and electrical fixtures (new, existing, removed, relocated, etc.), disabled access, etc. Floor plan needs to include a legend for distinguishing between new, existing, removed, etc.

### **Reflected Ceiling Plan:**

*Shows layout of new and existing lighting and ceiling, exit signs and emergency lighting, HVAC outlets and returns.*

### **Framing plan:**

*Typical framing sections of new demising walls, partitions, walls with new openings, T-Bar systems, etc.*

### **Electrical:**

*Includes single line diagram, load calculations, panel schedule, exits signs, backup lighting, outlets, etc.*

### **Plumbing & Mechanical:**

*Shows location and type of all heating and air conditioning units, shows ducts, venting, supply and return air, and size, type and location of rough plumbing, grease interceptors or grease traps, complex systems such as restaurants, two stories and similar jobs require Isometric drawing on sewer/drain, waste/vent, gas piping, etc.*

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In addition to plans, one copy of the following may be required:

**Structural Calculations, signed and sealed by the engineer of record** (for structural changes or additions)

**Energy Conservation Compliance forms, properly completed and signed**

**Hazardous Materials and Air Pollution Control Form**

**County Health Department approval** (for food handling establishments)

**Construction Valuation Estimate** (Contractor estimate of construction cost)

**Letter of Authorization** (if other than property owner or contractor will sign permit)<sup>1</sup>

Tenant Improvement submittals may need to be routed to the following departments for approvals:

Planning:	760-435-3520
Engineering:	760-435-5097
Redevelopment:	760-435-3543
Water Utilities:	760-435-5800
Fire Department:	760-435-4101 <sup>2</sup>

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<sup>1</sup> Refer to the Permit Issuance Requirements handout

<sup>2</sup> The Fire department may require one set of plans for their review, please contact them for submittal requirements