



TENANT IMPROVEMENT PLAN SUBMITTALS

Submittal requirements for Tenant Improvements (“T.I.”) shall include:

- I. The Building and Safety Division is only accepting electronic submittals. Please refer to the City of West Hollywood’s Building and Safety Online Services [webpage](#).
- II. Digital plans and supporting documents, when required by the State and Business and Professions Code, shall be stamped and signed by a California-licensed Architect or registered Engineer.
- III. Review and approval of plans from the City of West Hollywood Planning Division is required prior to Building Department submittal.
- IV. The following information shall appear on the first sheet of the drawings:
 - A. **Applicable Codes:** 2022 California Building, Mechanical, Electrical, Plumbing, Green Building Standards and Energy Codes with 2023 Los Angeles County Amendments
 - B. **Building Code Data:** Existing and proposed use and Occupancy, Type of Construction, Fire Sprinklers (if required), Occupancy Load, number of floors, floor area
 - C. **Scope of Work:** Provide a detailed written description of project scope
 - D. **Owner and Designer Information**
- V. Plans shall consist of:
 - A. **Plot Plan**
 - 1) Legal Description or AP Number.
 - 2) Plan to be to scale and fully dimensioned.
 - 3) Indicate property lines, adjacent buildings, location of tenant space, and use of adjacent spaces.
 - B. **Floor Plan**
 - 1) Fully dimensioned existing and new floor plans.
 - 2) Indicate use of all spaces.
 - 3) Exits (number, width, door hardware, signage).
 - 4) Location of all walls, doors, fixed equipment.
 - 5) Area and/or occupancy fire separation walls.
 - C. **Corridor Section**
 - 1) Location and construction of fire rated wall assemblies.



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D. Wall Sections

- 1) Framing information, wall heights, top and bottom support connections, insulation, finishes, etc.

E. Suspended Ceilings and Soffits

- 1) Reflected Ceiling Plan indicating ceiling heights and finishes.
- 2) Gravity and lateral support details and layout information.
- 3) Soffit framing details: attachment support connections to walls, ceilings, etc.

F. Accessibility Requirements

- 1) Required at area of tenant improvement.
- 2) Show primary path of travel from accessible parking and/or the public way to the building entrance and remodeled area.
- 3) Entrances, accessible routes, sanitary facilities, drinking fountains, and telephones required to meet requirements.
- 4) Complete Disabled Access Hardship form in order to show full compliance or any limitation for full accessibility upgrade.

G. Energy Compliance

Energy Compliance is required if Tenant Improvement includes any of the following:

- 1) Alteration to 10% of existing or new lighting – Energy Compliance required – provide NRCC-LTI-E form and any other applicable compliance documents on plans.
- 2) Modifications to building envelope or new buildings – Energy Compliance required – provide NRCC-ENV-E form and any other applicable compliance documents on plans.
- 3) Addition or alteration of 75% or more of ductwork – Energy Compliance required – provide NRCC-MCH-E forms and any other applicable compliance documents on plans.
- 4) Shell buildings – Energy Compliance required – provide NRCC-ENV-E forms and any other applicable compliance documents on plans.
- 5) Any other applicable forms as required to be filed on plans

*All applicable 2022 [compliance forms](#) shall be included on plans.

H. Green Building Compliance

- 1) Alterations to existing structures require compliance with 2022 CALGreen and the 2023 Los Angeles County Amendments.

I. Plumbing, Mechanical, and Electrical

- 1) See Building Department questionnaire to determine if plans and plancheck review are required.

J. Prior to the issuance of a building permit, debris removal mitigation plan shall be reviewed and approved through West Hollywood Environmental Services. Contact Matt Magener at (323) 848-6894.

K. Other outside agency review and approvals may be required prior to the issuance of any permits. See Building and Safety for further information.