



Planning and Development Department Building Division (Plan Check and Inspection)

SUBMITTAL REQUIREMENTS for TENANT IMPROVEMENTS

Omission of any required items listed below will result in refusal of plans for plan check.

1. Submit five (5) complete sets of plans including: *
 - A. Plot plan with vicinity map
 - B. Floor plan of building indicating the use(s) of adjacent tenant spaces.
 - C. Provide the following design criteria/project data on the Title Sheet: Scope of Work, Zoning, Occupancy Group, Type of Construction, Square Footage, Height, Number of Stories, Fire Sprinklers, Fire Alarm, Waterflow Monitoring Alarm, Fire Hazard Severity Zone, Fuel Modification Zone, Flood Zone, Applicable Code References, list any required Fire Code construction or operational Permits, and Deferred Submittals.
 - D. A Detailed Accessibility Compliance Plan
 - E. Calculations for number of plumbing fixtures and number of accessible fixtures.
 - F. A Means of Egress or Exiting Plan
 - G. Allowable area, height, and number of stories calculations and justification for the entire building if there is a change of occupancy or increase of the tenant square footage.
 - H. A complete floor plan of the tenant space which clearly defines the existing areas and proposed scope of work.
 - I. Show all door locations, fire-rating (if applicable), direction of swing, etc.
 - J. Provide electrical single line diagram and updated panel schedules.
 - a. Provide lighting and electrical layout and reflected ceiling plan. *If the Corona Utilities Department is the electric service provider, an additional set of plans will be required at the time of submittal. Please visit <https://cityofcorona.maps.arcgis.com/apps/SimpleViewer/index.html?appid=c787ca9470c84fc091cf54c30c626dca> for service verification. Contact Aftab Hussain at 951-736-2443 if within City of Corona Electrical Service

Zone.

- b. Provide specifications and listing information for all equipment.
- K. Provide plumbing isometrics for all water & drainage piping
- a. Include pipe size & material type
 - b. Water & Drainage fixture unit calculations (DFU's & WFU's) for sizing of the water service, meter, and branches
 - c. Provide type & location of backflow protection per the List of Hazards and Corresponding Protection handout.
- L. Provide a mechanical plan:
- a. Location of all registers (supply & return) and ducting.
 - b. Size, location, & manufacturers specifications for all equipment.
- M. Provide two (2) copies of Title 24 Energy Calculations. Compliance forms shall appear on the plans.
- N. If submitting plans for a restaurant/food establishment:
- Identify all CO₂ storage, handling, & usage per California Fire Code section 5307. If 100 pounds (or greater) of CO₂ is to be stored, handled or used, the business can either:
 - Reduce CO₂ storage, handling, or usage below 100 pounds in total.
 - Provide proper mechanical ventilation.
 - Install a gas detection system.
 - Prior to Building plan check approval for restaurant/food establishments, applicants must provide the Building Division a stamped approved set of *Health Department Plans*. *Health Department Plans* are to be submitted separately by the applicant directly to Riverside County Environmental Health.
2. The City of Corona has adopted the California Green Building Code Mandatory Measures. If applicable to scope of work, provide compliance documentation on the plans. At minimum, must comply with Cal Green's Waste Diversion requirements.
- Note:** Waste Management **must** be used as the construction and demolition waste and recycling hauler per the City's franchise agreement.
3. If there is any proposed change in use, the applicant shall provide a **Letter of Intent** describing the daily operation of the business. Any hazardous processes will require a **Hazardous Process Analysis Report** to be submitted with the building plans.
4. A calculation of the overall site parking space requirement in accordance with the Municipal Code (see the Planning Division). Provide number of van and regular accessible parking space calculations.
5. Provide the *DPR Number* for the original site plan (if over ten years old).
6. Separate permits are required for other site and interior improvements. Check with

your Permit Technician for specific items. *Note that if your building is protected with fire sprinklers and the existing backflow device does not meet current standards, it may be required to be upgraded at the time of tenant improvements. For more information you may contact the Development Services Division at 951-736-2259.

7. Comply with the Corona burglary ordinance (Corona Municipal Code chapter 15.52). Copies are available at the front counter, or it may be viewed at CodeLibrary.AMLegal.com
8. Plan Check fees to be paid at time of submittal. Refer to fee schedule available on the city website.
9. All contractors and sub-contractors must show proof of State and City licenses and shall comply with section 3800 of the Labor Code regarding Workers' Compensation.

*Note that this list is intended to be a general list of required plans and information for the most common types of tenant improvements. More complex or unique projects may require additional information, plans or reports. It is recommended to contact the department prior to submittal to discuss any special considerations or requirements that may apply for your project.

SEE OTHER DEPARTMENTS FOR ADDITIONAL FEES

PLAN REVIEW TIMES:

First Submittal: 10 Business Days

All Subsequent submittals: 5 Business Days

All new submittals incur up to an additional 3 business days for routing to plan review and 1 business days after the review is complete for processing. Resubmittals incur 1 business day to send to review. Once plans are approved, allow the Building Division up to 3 business days to prepare for permit issuance.

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