



City of Pomona

## TENANT IMPROVEMENT

DEVELOPMENT SERVICES | BUILDING & SAFETY DIVISION

Items listed below shall be identified in the working drawings. Complete electronic plans must be emailed to [building@pomonaca.gov](mailto:building@pomonaca.gov). When required by the Architectural and/or Professional Engineers Act, the drawings shall be stamped and wet signed by that Architect or Engineer

Plans shall consist of:

### Site Plan

- Fully dimensioned
- Legal description
- Lot lines indicated
- All existing improvements
- Use of adjacent structures/tenant spaces
- Location of existing and/or proposed utilities

### Floor Plan

- Identify all rooms in occupied space (office, storage, etc.)
- Exists (number, width, distance to, direction of, hardware requirements, etc.)
- Corridors (type of construction, width, access to exits, etc.)
- Show all fixed elements of construction (walls, partitions, cabinets, fixtures, etc.)
- Identify all occupancy separations and indicate fire resistive rating of each

### Wall Section

- Typical wall section indicating stud size, height, spacing, insulation, wall finish, and structural connections

### Plumbing Plan

- Plumbing isometric/schematic (water, gas, waste)
- Size all lines, show vents, soil and cleanouts
- Show type of material to be used

### Mechanical Plan

- Mechanical isometric/schematic, size all ducts
- Location of return air
- Location of all fire dampers
- Method and amount of combustion air
- Location of all HVAC units
- Kitchen hoods (provide complete details as applicable)

### **Electrical Plan**

- Single line diagram (show service, feeder, panel, conductor, disconnect, overcurrent protection, grounding, etc.)
- Panel schedules with circuit identification
- Indicate all outlet, fixture, and equipment locations
- Indicate all hazardous electrical locations as applicable
- Provide complete electrical load calculations

### **Energy Compliance**

- Energy calculations as required by Title 24
- Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information
- Envelope calculations, including ENV-1 certificate of compliance form and related applicable forms and information
- Lighting calculations, including the LTG-1 certificate of compliance form and related applicable forms and information
  - Note: Show all of the requirements of the energy calculations on the plans

### **Additional plans and/or information**

- T-bar ceiling details
- Sprinkler plan (when required by code or fire ordinance)
- All conditions of approval issued by the planning department
- Tenant improvement doing no construction with no previous tenant needs transportation, environmental health, fire clearances, and land use approval
- Structural calculations, if applicable

### **Helpful References**

- 2025 California Building Codes
- Adopted codes by the City of Pomona
- Allowable floor area C.B.C. Chapter 5, Table 506.2
- Occupancy group C.B.C. Chapter 3
- Type of construction C.B.C. Chapter 6, Table 601
- Occupant load C.B.C. Chapter 10, Table 1004.5
- Plumbing Facilities C.P.C. Chapter 4, Table 422.1
- Disabled access requirements C.B.C Chapter 11-A/11-B