



COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION OF BUILDING & SAFETY

**PLAN CHECK SUBMITTAL REQUIREMENTS:
COMMERCIAL/INDUSTRIAL TENANT IMPROVEMENTS OR ALTERATIONS**

The following items are required for submittal:

1. Plan check fees must be paid in full upon submittal.

Save time at the counter by asking for your plan check fees to be calculated in advance. Simply fax the filled-out Application, Quantity Take-Off, and OCFA Screening form to 949.724.6420. Please allow at least 24 hours for a response.

2. One completed 3-part NCR Building Application, Quantity Take-off (for plumbing, electrical and mechanical work), and an Orange County Fire Authority Screening form. Please print clearly and use black or blue ink. Scope of work must be accurately described on the application.
3. Four (4) sets of plans including all architectural, structural, electrical, plumbing and mechanical work to be reviewed. Plans should be signed by whomever prepared them: Licensed architect or structural engineer (structural projects), or licensed contractor or licensed interior designer (non-structural projects.) Plumbing, electrical and mechanical sheets should be signed by the responsible preparer. Plan sets should include a site plan showing building footprints, a data summary showing the total number of gross square feet within each building, broken down by land use, and a parking summary identifying the parking spaces required by code and those spaces provided on-site.
4. One (1) Title 24 Energy Calculations and Compliance form.
5. Two (2) sets of structural calculations, if applicable.
6. If your project is a commercial demolition and/or tenant improvement of 10,000 square feet or greater, you must complete the "Reduce and Recycle Your C&D Waste" (Public Works Form 60-80)