



## Office Tenant Improvements – Building Plan Review Over The Counter Plan Review Information Sheet

TIME NEEDED FOR APPOINTMENT: 60 MINUTES (1-HOUR)

APPOINTMENT IS SCHEDULED WITH BUILDING AND SAFETY PLAN REVIEWER AND PLANNER

Interior Non-Structural Office Tenant Improvements – over the counter plan checks are provided for construction projects with the following scope of work:

- The project is less than 5,000 square feet,
- Where no change of use or occupancy occurs,
- Parking modifications are not required, and
- Does not expand the tenant space (No additions).

Over the counter services are not provided for tenant improvements that include the following:

- Medical tenant improvement,
- Restaurant tenant improvement,
- Façade alterations,
- Public right-of-way encroachments,

Important Note: Projects that do not comply for over the counter services will be reviewed for completion of construction documents and submitted for plan check.

### SCHEDULE AN APPOINTMENT

To Schedule an appointment for a plan review of a building permit application call (310) 285-1141. This appointment is only to review plans and will not result in a permit issuance if plans are determined to be approved.

### SUBMITTAL REQUIREMENTS:

#### Building and Safety

1. Complete Architectural Plans including:
  - a. Site plan / Plot plan showing all buildings, structures, parking layout and accessible path of travel from street and accessible parking to tenant improvement area.
  - b. Floor plan showing, existing, demolition, and proposed floor plans. Plans should identify the adjacent uses to tenant improvement on the floor plans.
  - c. Project Summary: use, occupancy, type of construction, floor area, occupant load, etc.
  - d. Reflected ceiling plan.



- e. Title-24 lighting calculations and certificates of compliance on plans.
- f. Door and window schedule.
- g. Interior elevations and exterior elevations including public sidewalk, street, etc.
- h. Finish schedule of floors, walls, and ceilings.
- i. Walls/partitions details.
- j. Construction disable access details and notes (e.g. restroom, signage, elevators, stairs, handrails, guards, etc.).
- k. Identify existing disable access compliance areas based on the additional 20% of proposed tenant improvement project valuation of improvements outside the improvement areas.
- l. If plan includes any exterior modifications, exterior work needs to have already been reviewed and approved through the Architectural Review process, and a copy of the approval letter included in the plan set.

## Planning

1. Existing floor plan showing all demolition.
2. Proposed floor plan.
3. If floor plan shows any other suites/common areas that are not being worked on, clearly label these areas as not a part of the permit, and clearly delineate the area of work.
4. Site plan.
5. If plan includes any exterior modifications, exterior work needs to have already been reviewed and approved through the Architectural Review process, and a copy of the approval letter included in the plan set.
6. Scope of work and project information, including existing floor area and proposed floor area (there should be no change in existing versus proposed in order to qualify for over the counter review).

## Other Plan Checks and Permits required for Office Tenant Improvements

The following permits are required in addition to the building requirements provided within this handout and must be applied for separately and with a separate appointment. Plan check may be required for some or all additional permit types.

- Fire Alarm Permit
- Fire Sprinkler Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit



COMMON CORRECTIONS:

1. Plans submitted are incomplete and additional information is needed. Please submit a complete set of plans.
2. All plans and calculations must be wet stamped and signed by the engineer/architect of record.
3. All plans must be drawn to scale.
4. Minimum plan sheet sizes accepted: ARCH B or ANSI B (11x17).
5. All plans submitted shall have the design professional identified including but not limited to the Company Name, Business Address, and contact information included as part of the submitted plans.
6. All plans shall have the project property address identified on all pages of the plan set.
7. All plans shall have the owner of the project property identified.
8. Two (2) stapled sets of Architectural Plans are required for submittal.
9. Two (2) stapled sets of Structural Plans are required for submittal.
10. One (1) set of Structural Calculations are required for submittal.
11. All set of plans shall contain a site plan, plot plan, general notes and specifications, details, and a cover sheet.
12. All set of plans must provide the City of Beverly Hills as-built, digital-format plans upon completion of construction, and prior to final building inspection. [City of Beverly Hills Agreement to Provide Digital-Format Plans](#)
13. All set of plans shall contain the City of Beverly Hills Inspection Record document as part of the proposed set of plans. [City of Beverly Hills Inspection Records Document – I agree to incorporate this into my proposed set of plans without modifying or changing the information provided.](#)