



**City of Camarillo**  
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## TENANT IMPROVEMENT SUBMITTAL CHECKLIST

### TWO SETS OF SCALED DRAWINGS WITH THE FOLLOWING INFORMATION:

1. Site Plan – Show building location (vicinity map) and legal address (APN).
2. Disabled Access – Show how area of renovation/improvement complies with disabled access requirements. Show accessible path of travel from public sidewalk and/or parking space to tenant space. Paths of travel features include restrooms, drinking fountains and public telephones serving the area of alteration.
3. Floor plan – Show overall floor plan of the building and indicate use(s) of adjacent tenant spaces, side yards, parking areas, etc.
4. Occupancy – Indicate type of occupancy and describe the proposed use of the improved area (i.e. retail sales, woodshop, office, etc.) and indicating the number of employees on the largest shift.
5. Type of Construction – Indicate type of construction of the existing building (i.e., Type III-1 hr, wood frame, concrete tilt-up, masonry, etc.).
6. Detailing – show and identify all existing and proposed walls. Also provide wall section details showing stud size and type, plates, method of attachment at floor and ceiling or roof, etc.
7. Doors – Show all door locations, fire-rating (if applicable), direction of swing, self-closing mechanisms, required exit signage and lighting, etc.
8. Plumbing – Provide plumbing plans if any new plumbing is being proposed.
9. Electrical – Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations. Energy forms are required for the addition of new light or if more
10. Mechanical – Provide mechanical drawings showing location of existing and proposed registers, location of HVAC equipment and duct locations and size. Energy forms are required when installing a new system or components.
11. Energy Compliance Forms – Provide Title 24 Energy Calculations for proposed tenant improvement spaces involving new conditioned space within a shell building. Required forms include calculations for the building envelope, lighting and mechanical.
12. Plans to be wet stamped and signed by California Registered Engineer/Architect.
13. Additional requirements may be required at time of plan submittal.