



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915
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SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

For number of sets required, refer to the Required Department Review Matrix.

General

1. 18" x 24" minimum, drawn in a commonly used scale (1/8 or 1/4 inch architectural, or 10 scale engineering)
2. Scale and north arrow on each page
3. Address of project, including building number; suite, room or unit number; floor number for multi-story buildings; and legal description of property
4. Name, address, and phone number of owner
5. Name, address, phone number and signature of individual who prepared plans on each sheet
6. All existing building layout and systems, and all proposed improvements
7. Tenant name and occupancy classification(s) for building/tenant space(s)
8. Type of construction
9. Square footage of subject area
10. Complete floor plan, with all room uses labeled
11. All dimensions, sizes, etc., necessary to review proposed project
12. Site plan showing disabled parking and accessible path of travel
13. Fully dimensioned parking lot plan, illustrating existing configuration and all proposed changes

Building

1. Details for fire assemblies re: construction and installation
2. Furniture layout
3. Door and finish schedule
4. Bathrooms showing disabled access compliance
5. Electrical, mechanical and plumbing plans for area of work

Fire

1. Fire extinguisher type and location(s)
2. Fire protection plans (sprinkler system, alarm) for the building/tenant area(s)
3. Areas where there is use, storage and/or handling of flammable, combustible, toxic, corrosive, oxidizing, explosive or otherwise hazardous materials
4. Type, quantity, method of storage/use of hazardous materials
5. Location of medical gas, storage, piping, type and quantity, if used

Planning

1. Zoning designation of the property
2. Parking summary and calculations for the site, including the parking requirements for the various uses on site, and the number of existing, new and total proposed parking spaces provided
3. List of any current discretionary approvals received for the project (i.e. Use Permit, Development Plan Review, Coastal Development Permit. etc.)
4. Existing and proposed roof top mechanical equipment and screening apparatus on both the roof plan and elevations, including details illustrating how the equipment will be screened and will comply with the height limitations of the site