



City of Camarillo
Building and Safety Department
601 Carmen Drive
Camarillo, California 93010
805-388-5395 • fax 805-388-5393
bldgsafe@ci.camarillo.ca.us

TENANT IMPROVEMENT PLAN CHECK SUBMITTAL

1. Plans:

2 complete sets of plans to initiate plan reviewal
(3rd set will be required at time of issuance)
2 sets of calculations, 2 sets of soils & 2 sets of Title 24 (If applicable)

2. Approval:

Plans must be stamped by Community Development & Public Works prior to plan check submittal to Building & Safety

3. Application:

A completed application is required. If a Zone Clearance is required but can not be issued the day of submittal to Building & Safety, Community Development will authorize the plan check submittal by indicating so on the application.

4. Estimates:

The plan check fee estimate given will be based on the information provided. The plan check fee may change if the information is different at time of submittal.

5. Fees:

Plan check fee is due at time of submittal. The permit fee will be due after the plans are reviewed and approved.
If paying with a check, the amount on the check cannot be over the amount. (The cashier will not accept it) Other methods of payments accepted are Cash, Visa and Master Card.

6. Mail submittals:

Due to the process involved, plans **may not** be submitted or resubmitted by mail.

7. Ventura County Air Pollution Controls District

A questionnaire from this agency is required for all tenant improvements and is required to stamped & signed by VCAPCD by permit issuance. This form may be downloaded @ www.vcapcd.org/ or you may obtain a copy when plans are submitted to Building & Safety

8. Plan check lead time

5 working days for non-structural only.
10 working days if structural calculations are required. (Engineer)
* Re-submittal = 5 working days



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TENANT IMPROVEMENT PLAN CHECK SUBMITTAL CHECKLIST

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 improvements spaces involving new conditioned space within a shell building. Required forms include calculations for the building envelope, lighting and mechanical.
- *12. **Accessible Signage Plan**- Must provide locations and details of all signage including Braille Text.
13. **Plans to be stamped, wet signed and dated** by California Registered Engineer/Architect per the California Code of Regulations 411 and Business & Professional Code 6735
14. Additional requirements may be required at time of plan submittal.