



Community Development Services
Building Division
220 E. Mountain View Street, Suite A
760-255-5161
www.barstowca.org

REQUIRED SUBMITTALS AND APPROVALS FOR TENANT IMPROVEMENTS- COMMERCIAL SUBMITTALS

1. PLANS

- a) Five complete sets of professionally prepared (California Registered Architect or Engineer), plans for TI or new commercial submittals. Plans to be signed by the preparer and wet stamped. "Food Service" type businesses need one set of approved County of San Bernardino Environmental Health Services plans for submittal. Barstow Fire Protection District approval is also required.
- b) Plans to be dimensioned and scaled drawings (minimum size 24" by 36", suggested scale: $\frac{1}{4} = 1$ ft.) including:
 - i. Complete architectural plans
 - ii. Electrical plans - including panel schedules, load calculations, and single line wiring diagrams.
 - iii. Mechanical plans - show locations of all registers and equipment.
 - iv. Plumbing plans (water, waste, and gas lines)
 - v. Structural plans (as necessary)
 - vi. Plot plan
 1. Check with planning staff for the type of plot plan needed for your project. Major on-site changes or changes in use may require the submittal of a formal Site Plan. Minor changes may only need a plot plan.
 2. Plan to include: lot dimensions, size and location of all structures with respect to property lines and each other; identification of the tenant uses in units adjacent to the subject unit(s); locations of gas, water, sewer, and electrical lines, vaults and equipment, septic system components (if any); fire hydrants; parking spaces, driveways and accessibility features.
- c) Energy calculations (if adding any lighting, heating, conditioned floor space, etc.)
- d) Material Safety Data Sheets (if applicable)
- e) Additional submittals may be required for special projects (Such as pools, underground tanks, etc.)
- f) Construction Waste Management Plan.

2. FORMS TO BE COMPLETED:

- a) A building permit application.
- b) Construction waste management plan acknowledgement form.
- c) Business license verification form for general and sub-contractors.

3. PERMIT ISSUANCE

- a) Permits can only be issued to the building owner or a licensed contractor
- b) Prior to issuance of the permit, or starting any work, approvals will be necessary from some or all of the following:
 - i. Building and Safety (Includes Fire approval) (760) 255-5161.
 - ii. Planning (760) 255-5153.
 - iii. Engineering (760) 255-5156.
 - iv. Environmental Services (760) 255-5126.

4. **OTHER AGENCIES:** If your project involves alteration/addition of utility services, contact the appropriate utility company representative for requirements.