



# CITY OF PASADENA

## BUILDING AND SAFETY DIVISION

175 North Garfield Avenue, Pasadena, CA 91101-1704  
(626) 744-4200 Fax: (626) 744-3979  
[www.cityofpasadena.net](http://www.cityofpasadena.net)

# TENANT IMPROVEMENT PLAN SUBMITTAL REQUIREMENTS

*Submit three (3) sets of plans + (1) labeled CD or flash drive (PDF format) for tenant improvements. All plans must be dimensioned and scaled drawings. Some minor projects may be reviewed over the counter, and some may be asked to be submitted based on the complexity.*

### NOTABLE

*For food establishment projects, plans must also be submitted separately to Pasadena's Health Department.*

### Show The Following Minimum Requirements On Plans

- Site/Plot plan with vicinity map
- Floor plan of building indicating the use(s) of adjacent tenant spaces
- Provide the following project data: Occupancy Group, Type of Construction, Square Footage, Fire Sprinkler, Occupant Load, Exit & Exit Width, and Governing Codes
- A Means of Egress or Exit Plan
- A Detailed Accessibility Compliance Plans
- An allowable area justification if there is a change of occupancy or increase of the tenant square footage
- A complete floor plan of the tenant space which clearly defines the existing areas and proposed scope of work
- If applicable, provide electrical plans prepared by a registered electrical engineer showing the proposed electrical work.
- If applicable, provide plumbing plans prepared by a registered mechanical engineer showing the proposed plumbing work.
- If applicable, provide mechanical plans prepared by a registered mechanical engineer showing the proposed mechanical work.
- Provide two (2) sets of (Title-24) Energy Calculations when applicable (lighting & mechanical).



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Final two sets of plans are required at time of re-submittal, and one set of least the floor plans for LA County Assessor's office. Plans and calculations must be stamped and signed by the licensed professional when applicable.

### **Approvals required prior to permit issuance:**

Approvals may be required by:

- Building & Safety
- Design and Historic Preservation
- Zoning
- Fire
- Public Works
- Construction & Demolition Waste Management
- Water
- Power
- Health

**NOTE: A separate permit will be required for any electrical, plumbing, mechanical, and fire sprinkler work.**