



CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND SAFETY DIVISION
135 N. "D" Street, Perris, CA 92570-2200
TEL: (951) 443-1029 FAX: (951) 943-3293

Submittal Requirements – Commercial, Industrial, Tenant Improvements and Multiple Family Dwelling Unit Projects

2016 California Building, Electrical, Plumbing and Mechanical Codes

Commercial, Industrial, and Multiple Family Dwellings Units:

- 5 sets* Civil, architectural, and structural plans (including all plumbing, electrical, and mechanical). **Two sets must be wet stamped.** Civil drawings include: 1) All existing and proposed off-site improvements, including sewer, water, and utility tie-ins, driveway approach, and street trees. 2) A functioning on-site storm drainage plan, including existing and proposed grades. 3) A summary in square feet of the site building, pavement, and landscape areas. (*Building, pavement & landscape areas must equal total site area*) 4) Erosion control plan. 5) Reproduce the Fire Department requirements to the plans.
- 5 Floor plans to scale with exterior dimensions on 8½ x 11 sheet
- 2 sets Soils Reports
- 2 Letters from Soils Engineer stating:
 - 1) They have reviewed the design of the foundation and its in substantial compliance with their recommendations
 - 2) They have been detained to perform the necessary inspections (if required) to validate their soils report
- 3 sets Structural calculations
- 3 sets Energy calculations
- 3 sets Specifications
- 2 set Tenant and Emergency Information forms & Hazardous Materials Form**
- 5 sets Standard Conditions of Approval (if applicable)
- 5 Written responses to standard conditions of approval stating how compliance was met by
Indicating where on the drawing the conditions were achieved.
- 2 Waste Management plan

*If project is located in the Recycled Water Area, please provide 1 additional set of plans.

**Tenant and Emergency Information forms are not applicable if there is no tenant.

Industrial/Commercial Tenant Improvements:

- 3 sets* Construction plans, including plot plan, floor plan, plumbing, electrical, and mechanical plans. Drawings must be prepared by a California licensed architect, or a structural or civil engineer if any structural work is proposed that may affect or change the system or safety of the building. **Two sets must be wet stamped.**
- 1 Floor plan to scale with exterior dimensions on 8½ x 11 sheet
- 2 sets Structural calculations if applicable.
- 2 sets Energy calculations
- 1 set Tenant and Emergency Information forms & Hazardous Materials Form**

City Hall
Permit Center

Development Services Department
135 North D Street
City of Perris, CA 92570

phone: (951) 943-5003
fax: (951) 943-3293

www.cityofperris.org

- 1 Waste Management plan for all projects greater than or equal to \$300,000 in valuation.
 - *Please add 1 additional plan set for projects with Hazardous Materials. Please add 1 additional set of plans for projects that involve heavy water usage, i.e., restaurants and industrial plants.
 - **Tenant and Emergency Information forms are not applicable if there is no tenant.

Typical Tenant Improvement Drawings Must be Designed by either a Licensed Architect or a Registered Engineer, Registered or Licensed with the State of California.

Plans shall be prepared in a professional manner, shall be drawn to scale, and shall be of sufficient clarity to indicate the location, nature, and extent of work proposed. Plans shall show in detail that the project will conform to the provisions of the codes, and all relevant laws, ordinances, rules and regulations. **The following information should be included in the plans:**

I. Plot Plans

1. Property Lines
2. Building outline
3. Street names
4. North arrow
5. Distance building(s) are from all property lines and adjacent building(s)
6. Identify each tenant space and the following about each space:
 - A. Square footage
 - B. Type of business and occupancy type
7. Indicate occupancy load of tenant space
8. Type of construction of building
9. **Show the location of existing and/or new handicapped parking spaces, path of travel to the entrance from public sidewalks; ramps, and signage per Title 24, Accessibility Requirements**
10. Scale of drawing

II. Floor Plans

1. Draw to minimum scale of 1/8" = 1'0"
2. Location of all existing and new walls (use legend to indicate)
3. Reference indicators to details
4. Location of wall braces and reference the wall braces to specific details
5. Label use of each room
6. Indicate sizes of all doors
7. Indicate the location of all fire resistive walls and any appropriate information (Occupancy separation wall, corridor wall, fire rating of openings, penetrations per Chapter 7, UBC, and testing agency's file number of wall assembly, with description of how the wall is constructed). Identify all fire rated corridors.
8. Indicate if a T-Bar ceiling is to be installed and reference its construction to specific details
9. Title 24, Energy Compliance forms shall be on the plans (LTG-1, MECH-1 and ENV-1) and have the proper signatures
10. Size, type, and location of windows
11. Walls shall be dimensioned
12. **Show existing and/or new restroom facilities, and provide specific drawings for accessibility compliance in conformance with the Title 24 Access Regulations**
13. Indicate location of all plumbing fixtures (water closets, lavatories, sinks, etc.)

III. Electrical Plans

1. Location of receptacles and lights
2. Light switching requirements per Title 24
3. Location of exit signs, if required
4. Type of lights, manufacturer, wattage of lights, model number and appliance information from Title 24, energy calculations

IV. Mechanical Plans

1. Indicate location of new and existing HVAC equipment. Provide structural calculations and drawings for members supporting all equipment
2. Provide construction details of equipment installation (support, anchorage, etc.). Engineering calculations may be required for equipment less than 400 pounds and is required for equipment over 400 pounds.
3. Indicate model number and manufacturer of new HVAC equipment
4. Show location of defusers for supply and return air
5. Indicate CFM (cubic feet per minute) of new and existing HVAC units. If combined HVAC unit CFM exceeds 2000, HVAC unit automatic shut-off may be required (see City of City of Perris Code Interpretation CI-12)
6. Indicate size of outside air for new AC units

V. Plumbing Plans

1. Provide a plan view of drain and vent lines.

VI. Details

1. Provide details for walls:
 - A. How secured at top and bottom (nails/screws, spacing, etc.)
 - B. If walls are braced at top, indicate method to be used (nails/screws, spacing, etc.)
 - C. Framing material and spacing
 - D. Insulation values
 - E. Wall cover
 - F. Indicate that shop drawings for metal stud construction must be submitted to the Building Division for review.
2. T-Bar ceiling
 - A. Seismic wires
 - B. Strut size and connection at T-bar and structure above
 - C. Vertical load wires
3. Connection of all equipment for vertical and lateral support

NOTE: Reproduce the following Fire Departments Requirements to the plans.

City of Perris-Fire Department Requirements

The following applicable notes shall be shown on the plans or title sheet with general comments:

1. All construction shall conform to the requirements of the City of Perris Building Department and City of Perris Ordinance relative to automatic sprinkler and fire alarm systems. All required permits should be obtained.
2. Automatic fire sprinklers shall be installed in all occupancies in accordance with City of Perris Municipal Ordinance. Installations shall conform to NFPA Pamphlet for residential occupancies.
3. All commercial, industrial, and multi-family residential occupancies shall have valve tamper and water flow connected to an Underwriters Laboratory (UL) listed Central Station Service. Installation shall comply with NFPA 72-1999 Edition. The applicant shall be required to contract directly with an Underwriters Laboratory certified company to provide fire alarm installation and monitoring. Fire Department plan check includes specifications, monitoring certificate(s), installation certificate and alarm company U.L. certificate. Fire alarm annunciation shall be at location(s) approved by the Fire Prevention Bureau. The Fire Prevention Bureau will witness all acceptance tests.
4. Existing fire alarm systems shall be connected to an Underwriters Laboratory (UL) listed Central Station Service. Fire alarm changes shall be submitted to the Fire Prevention Bureau for review and approval prior to any monitoring alterations to the system. Specific (UL) certificates pertaining to the installation and modification of fire alarm systems will apply. The Fire Prevention Bureau will witness acceptance tests.
5. Provide a Hazardous Materials Declaration for this tenant and/or use. Form shall be signed by owner/manager of company occupying the suite/space/building. No building permit will be issued until the Hazardous Materials Declaration is provided. The form is available through the Building Department at (951)442-1029.
6. Should any operation or business activity involve the use, storage or handling of hazardous materials, the firm shall be responsible for contacting the Fire Department prior to commencing operations. Please contact the Hazardous Materials Coordinator at (951)443-1029.
7. City of Perris Ordinance requires that all new and existing occupancies be provided with an approved key box as specified by the Fire Department. The applicant is responsible for obtaining approval for location and the number of boxes from the Fire Prevention Bureau.
8. Occupant shall be responsible for providing tenant space building access keys for insertion into the Knox Box prior to final inspection by the Fire Department. Keys shall have permanent marked tags identifying address and/or specific doors/areas accessible with said key.
9. The proposed building(s) may have additional Fire Department requirements that can only be addressed by knowing the details of occupancy. These occupancy details shall be submitted to the Fire Department prior to submittal of construction plans to the Building Department. Details shall include but not be limited to the following:
 - A. Type of storage
 - B. Height of storage
 - C. Aisle spacing
 - D. Rack of bulk storage
 - E. Palletized storage
 - F. Type of occupancies within areas of the building(s)

Based on the information received, there may be additional requirements such as: smoke and heat venting, in-rack sprinklers, increases in sprinkler design criteria, draft curtains, etc.

10. Approved plans for the high-piled combustible storage area shall be permanently maintained on site as required by CFC 8101.3.2. The Fire Department addresses the requirements for high piled storage.
11. Provide UL or ICC listing for the proposed heat and smoke vents.
12. Sprinkler plans shall be prepared showing all tenant improvement sprinkler system modifications. Plans and plan review fees shall be submitted to the Fire Prevention Bureau prior to commencement of work. A California State licensed fire sprinkler contractor with a C-16 license shall perform all fire sprinkler tenant improvement work.
13. Automatic fire sprinkler system protection shall be provided and extend below the suspended ceiling. Contact the Fire Department prior to insertion of suspended ceiling tiles for an inspection of modifications to the existing fire sprinkler system. A minimum 24-hour notice is required for the Fire Department witnessing of all necessary tests and/or inspections. Please call the inspection scheduling line at (951) 956-2117 to schedule your inspection.
14. Where roof insulation is present in a tenant improvement, it shall be refastened as necessary to preclude obstruction of the fire sprinkler system.
15. Underground fire mains, fire hydrants and control valves shall be installed in conformance with the most recently adopted edition of NFPA Pamphlet 24, "Outside Protection".
 - The underground pipeline contractor shall submit a minimum of three (3) sets of installation drawings to the Fire Department, Fire Prevention Bureau. The plans shall have the contractor's wet stamp indicating the California contractor license type, license number and must be signed. No underground pipeline inspections will be conducted prior to issuance of approved plans.
 - All underground fire protection work shall require a California contractor's license type as follows: C-16, C-34, C-36 or A; and will need a City Business License.
 - All field-testing and inspection of piping joints shall be conducted prior to covering of any pipeline.
16. The Fire Prevention Bureau reviews building/civil drawings for conceptual on-site fire mains and fire hydrant locations only. Plan check comments and approvals DO NOT INCLUDE:
 - Installation of the on-site fire mains and fire hydrants. Specific installation drawings submitted by the licensed underground fire protection contractor shall be submitted to the Fire Prevention Bureau for approval.
 - Backflow prevention or connections to the City or California Water Service public mains.
 - Connections to public water mains and associated backflow equipment shall be submitted to the City Public Works Department for review and approval. The Public Works Inspection Division does all connection inspections. The Public Works inspection number is (951) 657-3280.
17. One-inch electrical conduit shall be provided to each fire protection system control valve including all valve(s) at the water connections.
18. Dead-end fire service water mains shall not exceed 500 feet in length and/or have more than five Fire Department appliances* shall be looped around the site or building and have a minimum of two points of water supply or street connection. Zone valves shall be installed as recommended under NFPA, Pamphlet 24, current edition.

*Note: Fire Department appliances are classified as fire sprinkler system risers, fire hydrants and/or standpipes.
19. Fire hydrants shall be installed according to the City of Perris Public Works in such a number and location as approved by the Fire Chief or Fire Marshal. Fire hydrant locations shall be shown on the plans submitted for a Building Permit.
20. In industrial and commercial developments, fire hydrants shall be installed at spacing not greater than 300 feet. In residential development(s) hydrant spacing shall be at 400 feet.

21. On-site access ways and internal drives shall be designated as fire lanes and identified as such by red curb striping and posted with signs at locations approved by the Fire Department. Signs shall be according to state standards and read "No Parking - Fire Lane" and must be shown on the plans. The following schedule shall apply:

<u>Width</u>	<u>Requirements</u>
36 Feet or Greater	No Requirements
Between 28 and 36 Feet	Post one side
Between 20 and 28 feet	Post both sides
Less than 20 feet	Not permitted

Where Fire Department vehicle access through or around a site involves changes in direction or curves, minimum-turning radius shall be as follows. Inside radius of 45 feet and outside radius of 55 feet shall be provided to facilitate fire truck turning radius for entry and exit from the site.

22. Dead-end access ways and internal drives shall not exceed 500 feet in length and shall terminate in turnaround no less than 80 feet in diameter or hammer-head (tee).
23. Address numbers shall be installed on the front or primary entrance for all buildings. Minimum building address character size shall be 12" high by 1-1/2" stroke. Where multiple access is provided, address or tenant space number shall be provided on each access and/or warehouse door and character size shall be no less than 6" high by 1" stroke.
24. An approved sign designating the maximum occupant load shall be posted. Minimum character size shall be 12" high by 1" stroke.
25. Exit doors shall be equipped with approved panic hardware and identified by approved exit signs, where required. Show location on the plans with legend identification.
26. Range hoods, ducts, grills, and fryers in commercial kitchens shall be equipped with an approved automatic wet chemical system. Two sets of plans and specifications shall be submitted to the Fire Department for review and approval. Systems shall be equipped with automatic gas and electric shut-off. The latest edition of NFPA, Pamphlet 96, titled "Standard for Installation of Equipment for Removal of Smoke and Grease-Laden vapors from Commercial Cooking Equipment" shall be considered as a guide to recommended good practice. Fire extinguishers provided in commercial kitchens shall have a 2A 10B:C:K rating. Show location of fire extinguishers on the plans. All specialized fire protection systems shall be monitored for activation/discharge and system status to a UL listed Central Station Service.
27. Portable fire extinguisher(s) shall be provided and installed in accordance with the 2001 California Fire Code and Fire Code Standard #10-1. Minimum approved size for all portable fire extinguishers shall be per City of Perris requirements. Show location of fire extinguishers on the plan.
28. Temporary office construction/modular buildings shall have the following requirements:
- Provide one 2A 10B: C fire extinguisher in a readily accessible location adjacent to the primary exit to the unit(s)/modular(s). Show locations on the plans.
 - Provide a minimum of one battery-operated smoke detector. When the unit is broken up into multiple spaces such as office(s) and storage area(s), a smoke detector shall be installed in each area.
29. All buildings undergoing construction, alteration or demolition shall comply with Article 87 (2001 California Fire Code) pertaining to the use of any hazardous materials, flame- producing devices, asphalt/tar kettles, etc.

INFORMATION SHEET

Business Name: _____		Business Location: _____		
Business Owner: _____				
Business Owner Address: _____		Telephone: _____	_____	
Contact Person: _____	Title: _____	Telephone: _____	_____	
Mailing Address: _____				
If you are not sure how to answer any of the following questions, please contact the applicable Division.				
PLANNING DIVISION (951) 943-5003				
Describe the business activity proposed: _____				
Where applicable: Retail sales of: _____				
Manufacturing of: _____				
Distribution of: _____				
Indicate the total number of square feet devoted to each of the following activities for both this tenant and all other tenants in this building:				
	THIS TENANT		ALL OTHER TENANTS	
Retail Sales:	_____ SF		_____ SF	
Office & Administration:	_____ SF		_____ SF	
Storage & Distribution:	_____ SF		_____ SF	
Manufacturing:	_____ SF		_____ SF	
TOTALS:	_____ SF		_____ SF	
	BUILDING TOTAL: _____ SF			
Total number of parking spaces on this property: _____ Number of employees in this tenant: _____				
WATER RESOURCES DIVISION (951) 943-4610 CITY EMWD WATER DISTRICT (951) 928-3777				
Will the business:				
Require an uninterrupted supply of water? _____				
Discharge cooling water to the sanitary sewer system? _____				
Discharge non-restroom generated sewage to the sanitary sewer? _____				
If yes, estimate the following:				
	Volume in million gallons/year		_____	
	Estimated B.O.D. in milligrams/liter		_____	
	Estimated S.S. in milligrams/liter		_____	
Is the facility equipped with a water meter? ڻ YES ڻ NO				
If yes, does the meter include irrigation usage? ڻ YES ڻ NO				
NOTE: The discharge of any waste other than sanitary waste requires City approval and may require a wastewater discharge permit. For information, contact Wastewater Source Control at (925) 960-8100.				
FIRE PREVENTION BUREAU (951) 358-5055 HAZARDOUS MATERIALS DECLARATION (HAZMAT)				
Will this facility use, store, transport, handle, or spray any hazardous material? ڻ YES ڻ NO				
Examples of hazardous materials include, but are not limited to:				
Carcinogens	Cryogenes	Flammable solids	Oxidizers	Combustible liquids
Combustible liquids	Compressed gases	Explosives	Hazardous waste	Pesticides
Flammable liquids	Corrosives	Solvents	Liquid petroleum gas	Poisons
Toxic materials	Highly toxic materials			
Included in this list are motor oil(s), antifreeze, paint, lacquer thinner and other common materials.				
Complete attached Emergency Contact Information Record & Hazardous Materials Inventory				
I DECLARE THAT THE RESPONSES I HAVE MADE ON THIS FORM ARE TRUE TO THE BEST OF MY KNOWLEDGE AND THAT I WILL COMPLY WITH ALL CITY CODES AND REGULATIONS IN THE CONDUCT OF MY BUSINESS				
DATE: _____		Signature of Business Owner _____		
		Print Name: _____		

Hazardous Materials Class Summary Table

The following table must summarize the total amounts of all materials listed in the Hazardous Materials Product Inventory, and Hazardous Materials Mixture Inventory. Where a single product is classified in more than one hazard class, the quantities of the material must be totaled in all applicable hazard classes.

For assistance in preparing the hazard class summary, contact the Planning Division at (951) 943-5003 or the Fire Department at (951) 940-6900.

HAZARD CLASS	MAXIMUM ON-SITE AT ONE TIME	AMOUNT THAT TRIGGERS A CONDITIONAL USE PERMIT
Corrosive gases		200 cf
Corrosive liquids		1,000 gal
Corrosive solids		8,000 lbs
Explosives		Any amount
Flammable gases		2,000 cf
Flammable liquids		1,000 gal
Flammable solids		250 lbs
Highly toxic gases		Any amount
Highly toxic solids		20 lbs
Organic peroxide I		Any amount
Organic peroxide II		100 gal
Organic peroxide III		1,250 lbs
Oxidizer gases		10,000 cf
Oxidizer 2		450 gal/4,500 lbs
Oxidizer 3		20 gal/200 lbs
Oxidizer 4		Any amount
Pyrophorics		Any amount
Radioactives		Any amount
Reactive/unstables 2		100 gal/1,000 lbs
Reactive/unstables 3		10 gal/100 lbs
Reactive/unstables 4		Any amount
Toxic gases		Any amount
Toxic liquids or solids		5,000 gal/50,000 lbs
Water reactive 1		1,500 gal/15,000 lbs
Water reactive 2		1,000 gal/10,000 lbs
Water reactive 3		100 gal/1,000 lbs

*If the totals for the hazard classes in this table do not equal amount derived by adding the materials up in the inventory, attach an explanation.

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Preclassified Materials List

For your assistance, the following common products or materials have been pre-classified for their appropriate hazard class (es).

For further assistance in hazard classification, contact the Planning Division at (951) 943-5003 or the Fire Department at (951) 940-6900.

PRODUCT	HAZARD CLASS(ES)	CUP NEEDED
Acetylene	Flammable Gas	Possibly*
Ammonia Gas	Flammable Gas Corrosive Gas	Possibly*
Ammonium Hydroxide	Corrosive Liquid	Possibly*
Ammonium Nitrate	Oxidizer class 3 Unstable/Reactive class 2	
Antifreeze	Combustible Liquid	No
Argon	Inert Gas	No
Bleach (sodium hypochlorite)	Corrosive Liquid	Possibly*
Carbon Dioxide	Inert	No
Chlorine Gas	Toxic Gas Corrosive Gas Oxydizer Gas	Yes
Diesel	Combustible Liquid	No
Gasoline	Flammable Liquid	Possibly*
Helium	Inert Gas	No
Hydrochloric Acid (muriatic)	Corrosive Liquid	Possibly*
Kerosene	Combustible Liquid	No
Latex Paint	(none)	No
Motor Oil	Combustible Liquid	No
Nitrogen	Inert Gas	No
Oxygen	Oxidizer Gas	Possibly*
Perchlorethylene	Other Health Hazard	No
Propane	Flammable Gas	Possibly*
Safety Kleen Solvent	Combustible Liquid	No
Sodium Hydroxide	Corrosive Liquid Water reactive-class 1	Possibly*

*Depends on the amount of material present

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Livermore-Pleasanton Fire Department
 3560 Nevada St, Pleasanton, CA 94588
 (925) 454-2362 FAX: (925) 454-2367

EMERGENCY CONTACT INFORMATION FOR:

BUSINESS NAME: _____ ADDRESS: _____ SUITE: _____
 MAILING ADDRESS (IF DIFFERENT): _____ HOME OCCUPATION: **Y/N**
 BUSINESS PHONE: _____ NATURE OF BUSINESS: _____

In emergency, one of the following will be contacted by the Fire or Police Department. Listed persons must be authorized to act as agents of the business, possess keys or applicable security code, and understand they may be subject to call on a 24-hour basis, seven days a week.

	1	2	3	4	5 (BLDG. OWNER)
CONTACT ORDER					
NAME					
ADDRESS					
CITY					
STATE/ZIP					
POSITION					
MAIN PHONE					
ALT. PHONE					
CELL PHONE					
PAGER					

NOTES: _____

Please permit completed form within 10 days to the address above. It is your responsibility to inform the fire department of any change in contact order or personnel.

FOR FIRE DEPARTMENT USE ONLY:

Inspection Date: _____	Knox Box: Y/N _____	Location: _____	Pre-plan: Y/N _____	FPUC(CFIRS) _____
Permit Req: Y/N _____	Type: _____	Caution Notes: _____		
Inspector's Name: _____	Insp # _____	Division _____	Station _____	