



# Tenant Improvement - Commercial/Industrial

## Introduction

Welcome to the City of Vista.

We hope this information will assist you through the process should you wish to make a tenant improvement to an industrial or commercial building in the City.

Development Services is composed of representatives of the Building, Planning and Engineering Divisions. This Division will assist you through the processing of forms, permits and applications. You may visit the Development Services Center at 200 Civic Center Drive or telephone (760) 639-6100.

## Planning Requirements

Be sure that your proposed use is permitted by calling a Planner at (760) 639-6100.

### How your Tenant Improvement is processed:

After you submit three (3) sets of Tenant Improvement plans for building plan-check, the plans are routed as follows:

	<u>Processing Time for each Plan-Review</u>
1 set to Planning Division	2-4 weeks
1 set to Fire Department	2-4 weeks
1 set to Building Plan Check	2-4 weeks*

\*Most tenant improvements require two (2) plan-checks. Each plan-check takes approximately two (2) weeks for plan-review. This does not include design time.

This process (assuming two plan-checks) should normally take approximately 30 days.

### Items required for a Commercial/Industrial Tenant Improvement plan submittal:

1. Three (3) sets of plans to scale.
  - a. Site Plan
  - b. Floor plan showing equipment; what is being built (partitions, walls)
  - c. Details
2. Two (2) sets of details of occupancy and exiting
3. Two (2) sets of electrical load calcs/single line diagram
4. Two (2) sets of plumbing schematics/gas and water pipe sizing
5. Two (2) sets of mechanical plans, i.e. hood details, heating/air conditioning information
6. Two (2) sets of energy compliance information
7. Two (2) sets of disabled access compliance

8. Complete Hazardous Materials checklist
9. Plan-check deposit (to be determined at the time of submittal)

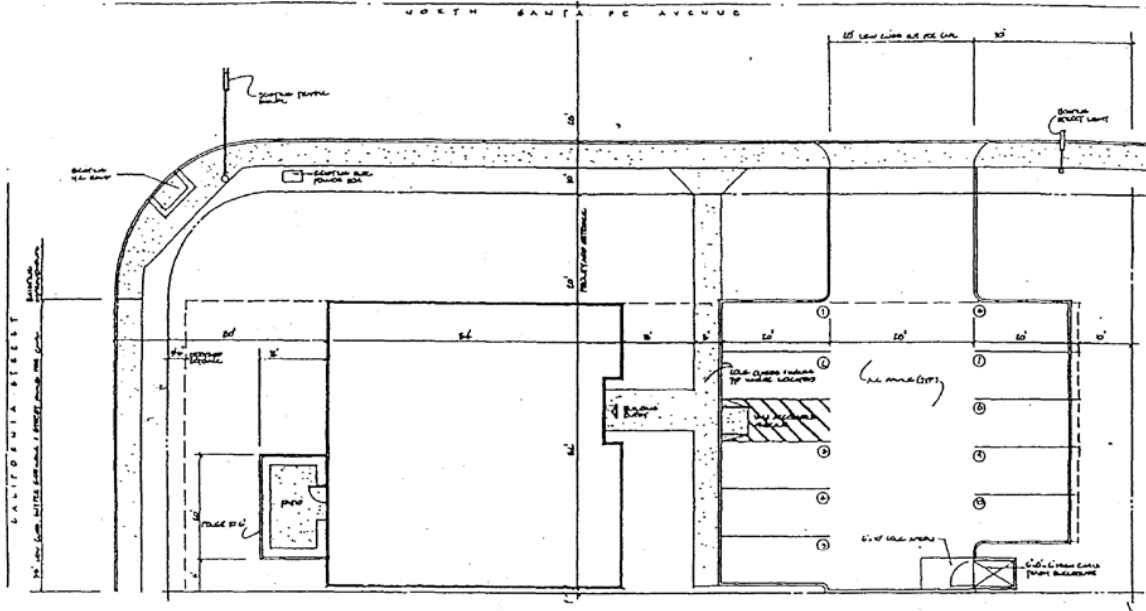
Dependent upon use and location, you may be required to pay additional sewer fees. For information regarding sewer fees, please contact the Sanitation Division at (760) 639-6115.

**Title Sheet of plans must show:**

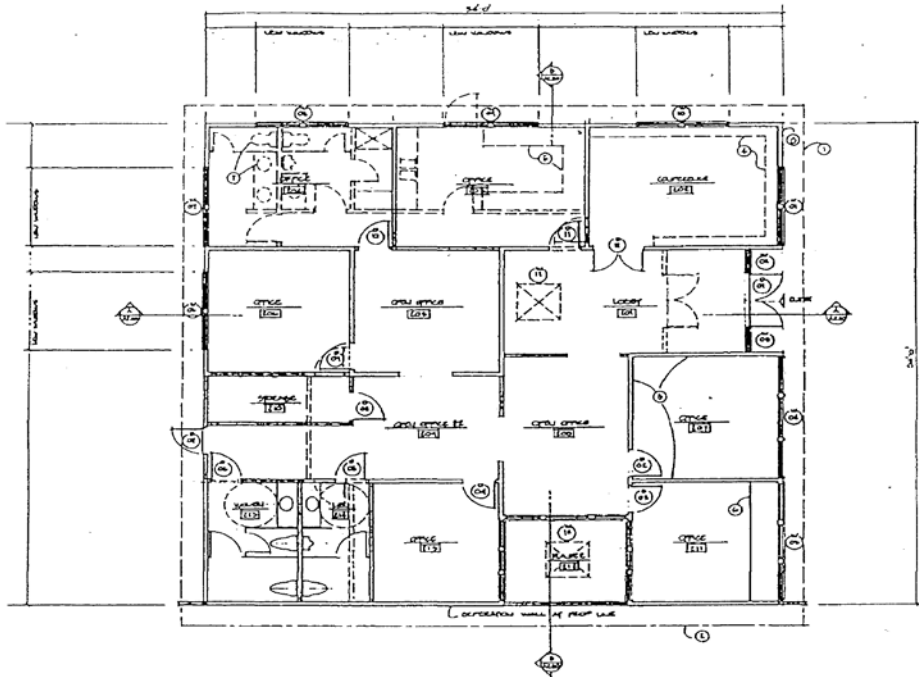
1. Site address
2. Assessor's parcel number
3. Legal description
4. Type of building (office, warehouse, tilt-up, etc.)
5. Building area (show parking areas and garages separate)
6. Type of construction
7. Building sprinklered (Yes\_\_\_\_\_No\_\_\_\_\_)
8. Occupancy classification
9. Contact person (name, address and daytime telephone number)

**Prior to issuance, the following must be completed:**

1. Hazardous Materials Questionnaire completed and signed by the County of San Diego and the City of Vista Fire Department if needed as directed on the Hazardous Materials Questionnaire.
2. Food handling establishments require Health Department approval.
3. Contractor information must be on file and current; to include Workers Compensation insurance, State contractor's license, and City of Vista business license.
4. All building permits with a valuation greater than \$75,000 require an approved solid waste recycle plan prior to building permit issuance. Please reference the "Construction and Demolition Debris Recycling" handout which is available at the City of Vista's Development Services Center.



Sample SITE PLAN  
12.11.12



- NOTES**
1. LOCATE ALL CONSTRUCTION WORK TO BE DONE IN THIS AREA.
  2. REMOVE ALL EXISTING PARTITIONS IN THIS AREA.
  3. ALL CONSTRUCTION WORK TO BE DONE IN THIS AREA.
  4. REMOVE ALL EXISTING PARTITIONS IN THIS AREA.
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  9. REMOVE ALL EXISTING PARTITIONS IN THIS AREA.
  10. REMOVE ALL EXISTING PARTITIONS IN THIS AREA.

**LEGEND**

(Symbol: Circle with cross)	REMOVE EXISTING PARTITION TO BE RECONSTRUCTED
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Sample  
 FLOOR PLAN SYMBOLS & NOTES  
 VP - 101