



REGULATIONS COVERING

SUBMITTAL REQUIREMENTS FOR COMMERCIAL TENANT IMPROVEMENTS

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION BULLETIN

114

May 2008

Omission of any required items below may result in refusal of plans for plan check.

1. Complete one (1) permit application and plan submittal check list and acknowledgment.
2. Copy of signed contract for work to be completed.
3. Submit Five (5) complete sets of plans no smaller than 11"X17" plan check containing the following:
Must be "Wet" stamped and signed by designer of record.
****Wet stamps and signatures should be on every page by the person who drew the plans.****

- Incorporate a copy of your approved conditions of approval from the Planning Department. Also attach an 8 1/2" x 11" copy of your conditions noting page/detail in your plans where the condition is being met.

THERE IS AN EXAMPLE AT THE BUILDING DEPARTMENT FRONT COUNTER

**** Please note that if this is not attached your plans will be rejected and will result in delaying your plan check and additional plan check fees will be charged. ****

- Incorporate a copy of the approved set of plans stamped by the Planning Commission/Planning Department. **** Please note that if this is not attached your plans will be rejected and will result in delaying your plan check and additional plan check fees will be charged. ****

- Provide the Planning Department Case/project# on your plans.

Plot plan showing the following:

- locations of all structures
- dimensions of structures
- building use(s)
- size of lot in both square feet and acres
- APN #
- easements
- set backs
- right of way
- drainage
- parking lot
- owner information
- project address
- north arrow
- vicinity map

- Foundation plan.

- Floor plan.
- Floor, ceiling, and roof framing plans.
- Electrical plan: (Electrical service shall be underground).
 - Size of main switch.
 - Number and size of service entrance conductors.
 - Circuit schedule and demand load.
 - Fixture plan
- Plumbing isometrics:
 - Water distribution.
 - Waste and venting.
 - Gas distribution.
 - Fixture plan and total fixture counts.
- Roof Plan
- Building Elevations for entire project.
- Building X-Sections
- Foundation Details
- Structural Details, make sure to include all necessary reports.
 - If building interior walls, show wall attachments and construction details that indicate materials being used.
 - You will also need to provide a framing detail.
 - Show ceiling type, i.e. T-bar etc.
- Mechanical Plans
 - Show compliance with Accessibility Standards.
 - Complete Handicap Exemption Form

