



REGULATIONS COVERING
**SUBMITTAL REQUIREMENTS FOR
SMALL COMMERCIAL TENANT IMPROVEMENT**
CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION
BULLETIN
139
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Omission of any required items below may result in refusal of plans for plan check and/or subsequent plan check fees.

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 for plan check. Must be "Wet" stamped and signed by designer of record

A. Plot plan (including parking and lot lighting plan).

B. Foundation plan.

C. Floor plan.

D. Floor, ceiling, and roof framing plans.

E. Electrical plan: (Electrical service shall be underground).

1. Size of main switch.
2. Number and size of service entrance conductors.
3. Circuit schedule and demand load.

F. Plumbing isometrics:

1. Water distribution.
2. Waste and venting.
3. Gas distribution.
4. Fixture plan

G. Roof Plan

H. Building Elevations

I. Building X-Sections

J. Foundation Details

K. Structural Details

1. If building interior walls, show wall attachments and construction details that indicate materials being used.
2. You will also need to provide a framing detail.
3. Show ceiling type, i.e. T-bar etc.

L. Mechanical Plans

4. Provide two (2) sets of:

A. "Wet" stamped and signed Structural Calculations and roof truss calculations from a California registered structural engineer.

B. Title 24 Energy Calculations.

5. Show compliance with Accessibility Standards.

A. Handicap Exemption Form (1).

6. Submit four (4) sets of Landscape Plans detached from building plans.

7. Separate permits are required for Fencing, Signs, Parking lot striping and lighting, Fire sprinklers, Fire monitoring, Landscaping, and Trash enclosures.

8. Plan Check fees will be collected at time of submittal. Your fees will cover the initial check and one recheck. Additional fees will be charge for all additional rechecks.