

Tenant Improvement and Alteration Take-In

1 Total Number of Plan Sets per Discipline

First time Tenant Improvements without Utilities or Off Site work generally need 5 sets.
 All other Tenant Improvements without Utilities or Off Site work generally need 4 sets.

Ok	Required	
<input type="checkbox"/>	<input type="checkbox"/>	General information: address, designer, occupancy, type of construction,
<input type="checkbox"/>	<input type="checkbox"/>	Site/plot plan. With parking
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural plans (floor, roof plans, elevations, sections, details, label new and existing). <input type="checkbox"/> 1/4" scale drawing of toilet rooms <input type="checkbox"/> Floor plans of the whole tenant space and existing (not just the altered space).
<input type="checkbox"/>	<input type="checkbox"/>	Structural plans. (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing plans (single line or isometric)
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical plans <input type="checkbox"/> Kitchen hood plans and details for new restaurant cooking equipment.
<input type="checkbox"/>	<input type="checkbox"/>	Electrical plans
<input type="checkbox"/>	<input type="checkbox"/>	Soils reports for all subdivisions are required
<input type="checkbox"/>	<input type="checkbox"/>	Title 24 Energy Compliance Documentation. <input type="checkbox"/> One line diagram. <input type="checkbox"/> Panel schedule. <input type="checkbox"/> Load calculations
In addition, two sets of the following may be required:		
<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations (when required).
<input type="checkbox"/>	<input type="checkbox"/>	Title 24 Energy Compliance Documentation <input type="checkbox"/> Mechanical (for new HVAC equipment). <input type="checkbox"/> Envelope (for new conditioned area). <input type="checkbox"/> Lightning (for new lightning)

Accepted: _____ **Date:** _____ **Initials** _____