



City of El Segundo

Building Safety Division

NEW COMMERCIAL/INDUSTRIAL BUILDING SUBMITTAL REQUIREMENT *PACKET*

1. What is a New Commercial Building?

Tenant improvements are defined as nonstructural interior alterations to an existing commercial or industrial space that covers a wide spectrum of job descriptions, such as: completion of the interior of a shell building; installation of a commercial exhaust hood for a restaurant; window and door awnings; façade work; and similar items that do not affect the structural components of a building.

2. New Commercial Building Plan Check Fees

Plan check fees must be paid before plan review. Plan check fees are determined by the nature of the proposed construction. Refer to the Building Permit Valuation Table to determine the fees that will be charged for your improvement.

3. New Commercial Building Plan Specifications

Seven (7) completed sets of plans are required to be submitted. When required by the State Business and Profession Code plans shall be wet-stamped and signed by a California-licensed architect or registered engineer.

The following items shall appear on the first sheet of the drawings:

- A. Applicable codes:
2018 California Building, Plumbing, Mechanical Codes and California Electrical Codes
- B. Building code data:
Existing and proposed group occupancy & uses
Type(s) of construction, including fire sprinklers
Floor area per occupancy group/type of construction

4. Forms to Complete

To apply for a new commercial building, please complete a City of El Segundo Building Permit Application.

5. New Commercial Building Plan Check Review Process (How do I get my plans checked?)

Depending on the size, complexity, and type of project, the Building and Safety Department offers the following plan reviews:

- Walk-in basis (Counter Plan Check): typically for smaller projects that can be reviewed within 30 minutes.
- By appointment (Appointment Plan Check): Available for slightly more complex projects that can be reviewed within 1½ hours.
- Regular plan check: Larger projects and plans requiring more time consuming review are submitted for regular plan check.

6. New Commercial Building Plan Check STEPS

STEP 1: Applicant completes General Building Permit Application for a new commercial building and submits seven (7) sets of plans directly to Building & Safety who routes plans to Building, Planning, Public Works, Fire, Police, Storm Water, and Hazardous Materials Departments.

STEP 2: Regular Plan check review turn around time is 4-6 weeks. Accelerated plan check review is available with a 2-3 week turn around time. Applicant will be contacted after completion of first plan check review with identified corrections requiring revision.

STEP 3: Applicant collects plan revisions for correction.

STEP 4: Applicant resubmits seven (7) revised sets and repeats Steps 1 – 4 until plans approved.

FINAL STEP: Plans Approved / Issuance of Certificate of Occupancy

7. Plans shall consist of the following:

A. COVER SHEET

1. Detailed Statement of Scope of Work
2. Project Data, i.e. Type of Construction, Occupancy Group, square footage and applicable codes, etc.
3. General and Fire Life Safety Notes

B. PLOT PLAN

1. Property lines and dimensions
2. Existing building footprint
3. Proposed construction, noting dimension of the exterior walls and the distances to adjacent property lines
4. Any accessory structures and dimensions and the distances from these structures to adjacent property lines and to adjoining structures
5. If plumbing fixtures are being installed, show the location of water and sewer lines and the location of the water meter

C. FLOOR PLAN

For additions to existing buildings, show proposed rooms and all adjoining rooms. Include the following information:

1. Designate the use and dimensions of all rooms on all floors
2. Size and type of all windows and doors
3. Size of headers above wall openings
4. Location of all plumbing fixtures
5. Location and energy output (BTUs) of all heating equipment
6. Location and type of any vent fans
7. Location of smoke detectors

D. CROSS SECTION VIEWS

E. ELEVATION VIEWS

1. Doors, windows and other openings
2. Exterior finishes for the walls and roof
3. Wall bracing or shear panel locations or other means of obtaining the required lateral bracing
4. Pre-existing and finished grade with building height dimensioned to the most restrictive grade

F. ROOF FRAMING PLANS

1. Hips, valleys, ridges for both new construction and existing dimensions both new and existing roofs
2. Rafter and ceiling joist size and spacing
3. Any special framing at roof area

G. FOUNDATION PLAN & FLOOR FRAMING PLAN

For slab floor construction this drawing must show:

1. Size, depth, and location of footings
2. Thickness of concrete slab

For raised floor construction this drawing must show:

1. Location of continuous foundations and any pier footings
2. Size and depth of footings
3. Size of stem walls
4. Size and spacing of girders
5. Size and spacing of floor joists
6. Location of crawl holes and vents

H. STRUCTURAL FRAMING PLANS

1. Structural details and material specifications

NOTE:

- (1) This is not a complete list of all document submittal requirements and additional information may be required after plan review.
- (2) Review and approval from other departments and agencies, such as Health, Fire, City Planning, and Public Works (sewer), may be required.

2019 California Plumbing Code Section 412.3

(Building Code for Restrooms)

FACILITY	SEPARATE FACILITY FOR EACH SEX		MAY BE USED BY CUSTOMERS		SEPARATE RESTROOMS REQUIRED FOR CUSTOMERS	
	YES	NO	YES	NO	YES	NO
Occupancies serving < 10 people +	-	✓	✓	-	-	✓
Occupancies serving > 10 people	✓	-	✓	-	-	✓
Business and mercantile Occupancies* < 1500 sq.ft. +	-	✓	✓	-	-	✓
Business and mercantile Occupancies* > 1500 sq.ft.	✓	-	✓	-	-	✓
Food Service establishments with occupant load < 100	✓	-	✓	-	-	✓
Food Service establishments with occupant load > 100	✓	-	-	✓	✓	-

* May provide fixtures for customer use by providing a centrally located facility within 500 feet. In stores with a maximum floor area of 150 sq. ft. centrally located facility may be provided within 300 feet.

+ Designed for use by no more than one (1) person at a time for use by both sexes.