



Tenant Improvement Construction

— from start to finish —

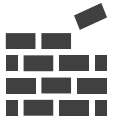


Planning & Development Department
Plan Check Division
[Plan Check Website](#)

Tenant Improvement Construction Permit Review Process For Commercial and Industrial

The purpose of this handout is to provide a comprehensive outline of the city's plan review process for Tenant Improvement submittals within commercial and industrial buildings. A business owner should use this handout when selecting an architect and engineer to perform the scope of work associated with the plan review process. The requirements listed can be submitted online or in person. The city's online plan check submittal process can be found on the [Plan Check Submittal Requirements](#) webpage.

1) Required Submittals:



Tenant improvements may require any combination of the following submittals. **To prevent delays in the plan review or construction process, these plan submittals should be submitted at the same time.** Plans submitted at different times may extend the plan review or construction timeline.

Building Plan Submittal

- Tenant improvement plans are submitted to the Plan Check Division.

Exterior Signage Plan Submittal (If applicable)

- Plans for any exterior illuminated or non-illuminated signs are submitted to the Plan Check Division.

Fire Sprinkler and Alarm Plan Submittals (If applicable)

- Fire sprinkler and fire alarm plans for the tenant improvements are submitted to the Plan Check Division.

Racking and High Pile Storage Plan Submittal (If applicable)

- Plans needed for racking and high-pile storage are submitted to the Plan Check Division.

Public Improvements (If applicable)

- Any plans needed for public improvements such as backflow valve upgrades are submitted to the Development Services Division.

Health Department Submittal (If applicable)

- Submitted to Riverside County Department of Environmental Health.

A separate plan submittal and permits may also apply for landscaping or other alterations - if this might apply to your business, please contact our department for more information. Adding water fixtures or drainage fixtures to the location, may result in additional Sewer/Water Capacity fees. All submittals require the payment of plan check fees, inspection fees & other miscellaneous fees which can be found using the links below:

[Building Fees](#)

[Fire Fees](#)

[Development Services Fees](#)

[Planning Fees](#)

2) Plan Review:



Building Plan Submittal (Reviewed by Building, Fire, Planning & Development Services)

- Building plan check submittal requirements can be found at [Plan Check Submittal Requirements](#)
- Structural plans shall be prepared by a California State Licensed [Architect](#) or [Engineer](#)
- Permit shall be issued to a [California State Licensed Contractor](#) or to the [Property Owner or their Lessee](#).

The department's goal is to have building plans approved no later than third plan check. Applicant's may request meetings with City staff to address plan check corrections.

City Review Times:

First Plan Review: 10 business days
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.
Permit issuance: 3 business days to calculate fees.

Fire Sprinkler Plan Submittal (Reviewed by Fire & Development Services)

- Plan check submittal requirements can be found at [Fire Sprinkler Submittal Requirements](#)
- The fire sprinkler plan is a separate submittal from the building plan.
- The plan shall be prepared by a California State Licensed [Fire Sprinkler Contractor](#) or [Fire Engineer](#).
- A building permit shall be issued at the same time or prior to issuance of a fire sprinkler permit

City Review Times:

First review: 10 business days
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.
Permit issuance: 3 business days to calculate fees.

Fire Alarm Plan (Reviewed by Fire)

- Plans shall be prepared by a fire protection engineer or licensed C-10 or C-7 contractor.
- Fire alarm permit requirements can be viewed on [Fire Prevention's web page](#).

Racking (Reviewed by Building and Fire) **and High Pile Storage Plan** (Reviewed by Fire)

- Plans shall be prepared by a licensed architect or engineer.
- Storage rack plans shall include structural calculations if required.
- Permits can be issued to a licensed general contractor or an owner/builder.
- See [Storage Racks handout](#) for more information.

City Review Times:

First Review: 10 business days
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.

Sign Plan (Reviewed by Building and Planning)

- Any exterior signage may be submitted as a deferred submittal.
- Illuminated signs shall be listed for their installation location by an approved product testing laboratory and shall include electrical plans and the appropriate energy code compliance forms.
- Wall mounted signs shall include attachment details. Pole or monument signs shall include structural details and calculations.
- Include color elevation views for all signs in the submittal.
- A separate sign permit and fees will be required by the Planning Division.

City Review Times:

First review: 10 business days
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.
Permit issuance: 3 business days to calculate fees.

Public Improvements (Reviewed by Development Services and Public Works)

- Public Improvement Plan submittal requirements can be found on the [Development Services](#) webpage.
- The plans shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering webpage](#))
- The [requirements for obtaining an encroachment permit](#) can also be found on the Development Services webpage.
- An encroachment permit shall be issued to a Class "A" or appropriate Class "C" [California State Licensed Contractor](#).

City Review Times:

First Review: 20 business days
Second Plan Review: 15 business days
All subsequent reviews: 10 business days

Processing times are included.

3) Plan Approval & Permits:

Once plans are approved:

- Permit fees are assessed.
- Public improvement bonds posted by applicant, if applicable.
- Email sent to applicant on permit fees to be paid.
- Permit issued.
- Move to the field inspection phase once construction starts. See Construction Inspection Flow Chart on process.
- A certificate of occupancy is required for all new tenant suites as well as for any improvements which entail a change in occupancy group classification.

Development Services

Email: PW.Counter@CoronaCA.Gov
Phone#: 951-736-2248

Plan Check & Inspection

Plan Check Email: BuildingPlanCheck@CoronaCA.Gov
Inspection Email: BuildingInspection@CoronaCA.gov
Phone#: 951-736-2250

Planning

Email: Plandev@CoronaCA.Gov
Phone#: 951-736-2262

Fire

Email: Fire.Prevention@CoronaCA.gov
Phone#: 951-736-2220

Handouts and Links:

[Plan Check Submittal Flow Chart](#)
[Submittal Requirements for Tenant Improvements](#)
[Fire Department Requirements](#)
[Corona Design Parameters](#)
[Plan Check Submittal Checklist](#)
[Resubmittal Checklist](#)
[Inspections Flowchart](#)
[Plan Revision Requirements](#)
[Certificate of Occupancy Requirements](#)
[Storage Rack Submittal Guidelines](#)

Tips:

- Follow the provided flow chart & checklists to stay on track with your construction schedule.
- We are here to help you and always more than happy to speak with you over the phone, via zoom, over the counter or by appointment.
- Review all handouts for required information. Following the information in the handouts will save you time.
- Ask your architect or engineer for your city permit number and stay up-to-date on the progress of your plan check submittal by creating an [eTrakit Account](#).