



City of La Puente

Division of Building and Safety

COMMERCIAL TENANT IMPROVEMENTS & CERTIFICATE OF OCCUPANCY

**UNTIL YOU RECEIVE THE OFFICIAL COPY OF THE CERTIFICATE OF OCCUPANCY,
THE SPACE CANNOT BE OCCUPIED.**

What Is A Tenant Improvement Project?

A Tenant Improvement project consists of any modifications and/or alterations to an existing commercial building or developed site. Tenant Improvement projects include both interior (walls, electric, plumbing, mechanical, etc.) and exterior (additions, lighting, awnings, facades, etc.) improvements.

There are three primary types of Tenant Improvement projects that are typically submitted for review and approval:

- ~ A new business locating in a previously unoccupied tenant space (new shell or spec)
- ~ A new business locating in a previously occupied tenant space
- ~ An expansion/modification of an existing business

Where to Begin:

If your proposed plans require ANY exterior changes or a change of occupancy, you will first need to discuss the project with the City Planning Division to address zoning, parking and Development Review requirements. The Planning Division can be reached at 626-855-1500. If your project involves hazardous material, food handling, food preparation or prepackaged foods, your project must be approved by the Los Angeles County Health Department. This review is generally done prior to or concurrent with the City's review. The Los Angeles County Health Department is located at 5050 Commerce Drive, Suite 102, Baldwin Park, CA 91706- Phone 626- 430-5600. If you have any questions regarding environmental health issues or plan submittal, you will need to contact them directly.

Submittal for Building Permit Plan Review:

Once the two previous issues have been addressed, you may file a permit application with the City Building Division. In order to process a typical tenant improvement project in a timely manner, the application must be complete and submitted with four complete sets of plans that include the following information (incomplete applications and/or plans will not be accepted):

- 1) Four Complete sets of plans, 2 of which are wet stamped – Provide four sets of plans on a minimum of 18" x 24" paper, prepared by the architect/engineer with the appropriate and current license information on all sheets.
- 2) Site Plan – Show location of existing buildings on the property with the proposed suite indicated, setbacks, address, property line, improvements, parking spaces, occupancies of all adjoining suites, the direction North and accessible paths of travel. One additional copy on either 8 ½" x 11" or 8 ½" x 14 size paper.
- 3) Floor Plan – Show all dimensions with calculated square footage, openings, exits, construction type, occupancy/ usage of rooms. Show and identify both existing and new features (i.e. walls, windows, outlets). Show method of compliance for all disabled access requirements, including dimensions and

details. One additional copy on either 8 ½" x 11" or 8 ½" x 14 size paper of existing and proposed floor plan.

4) Details – Show wall construction details.

5) Mechanical Plan – Show return and air, method of attachment to ceiling systems, equipment location and unit model including BTU rating with the State-required energy calculations (if applicable).

6) Plumbing Plan - Show and identify new and existing plumbing, including all fixtures, floor drains, clean-outs, pipe sizes, materials and service locations (if applicable).

7) Electrical Plan – Show and identify all receptacles, lighting, special equipment, conductor sizes, meter location, electric load calculations and a one line diagram (if applicable).

8) Title 24 Calculations – 2 copies (if applicable).

ALL TENANT IMPROVEMENT PROJECT PLANS MUST BE PREPARED BY, OR UNDER THE DIRECT SUPERVISION OF A CALIFORNIA LICENSED ARCHITECT OR REGISTERED ENGINEER. Typical tenant improvements that require direct supervision of a licensed architect or registered engineer include:

- ~ Structural changes to buildings and modifications to designated historical buildings
- ~ Walls that form corridors required to be fire-resistive construction
- ~ Area separation walls
- ~ Suspended ceilings
- ~ Change in occupancy to Group A, E and H
- ~ Change in use from R3 residential to commercial or multi-family

In some cases, a tenant improvement project may not require all of the above information. If you are uncertain as to what information you need to provide, contact the Building Division for further assistance at 626-855-1542.

Tenant Improvement projects are submitted to the City's Building Division where staff will review your application and plans for completeness. If your submittal is deemed complete, staff will accept the application and route a copy of the project plans to the appropriate City departments (Building, Planning, Engineering, Los Angeles County Fire, and Los Angeles County Health Department).

Plans will be reviewed for compliance with applicable code regulations and department standards. If the reviewing department has no comments or corrections, they will approve and return the plans to the Building Division. Comments and/or corrections to your plans will be sent to the Building Division, which will send a list of the same to the applicant for revisions and/or corrections.

When all comments and corrections have been adequately addressed and all project conditions met, a Building Permit will be issued for the project and work may commence.

Timing:

Depending on the number of current plan checks and the complexity of the project, the estimated time for City plan review for a tenant improvement is 1-2 weeks for the initial submittal and 3-4 days for re-submittals with revisions/corrections.

Finaling Your Building Permit:

At the time of Building Permit issuance, the applicant shall receive a yellow Inspection Card which contains all of the permit information and conditions, and identifies the departments that will need to perform final inspections. Department phone numbers are at the bottom of the inspection card for scheduling inspections. Final building inspection does not permit occupancy.

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Certificate of Occupancy Requirements and Inspection:

A Certificate of Occupancy Inspection is required for all new business in the City of La Puente or at transfer of ownership of existing business. When all conditions have been met and each applicable department (planning, building, public works) and each agency (Los Angeles County Health Department, Los Angeles County Fire Department) has approved the project, the Building Division will conduct a Certificate of Occupancy inspection (required for first time occupancy and/or change of occupancy or transfer).

Certificate of Occupancy Inspection requires the owner to furnish the business and have all equipment operational as permitted for the intended use. This is to ensure the business is prepared to operate consistent with the licensed activity.

After all required inspections are approved and required approvals from other divisions and/or departments are obtained, the Building Inspector will notify the utility company to release the electric meter and a Certificate of Occupancy will be issued. The issuance of a Certificate of Occupancy authorizes you to occupy and use the facility based on the permitted use shown on the Certificate of Occupancy.

All Building Division inspections, including the Building Division final, must be requested by calling the 24-Hour Inspection Request Line at 626-855-1541 BEFORE 4:30 PM one day prior to inspection and leaving ALL of the information requested on the voicemail (Permit #, project address, type of inspection, date of inspection, your name and a phone number where you can be reached). Other department inspections must be arranged directly with that department by calling the corresponding phone number on the inspection card or the corresponding phone number below.

NEED MORE INFORMATION?

For additional information or specific questions regarding the City of La Puente Tenant Improvements Process, please contact the City's Building Division at 626-855-1542.

QUICK REFERENCE DEPARTMENT PHONE NUMBERS:

BUILDING DIVISION 626-855-1542

BUILDING INSPECTION REQUEST LINE 626-855-1541

PLANNING DIVISION 626-855-1500

ENGINEERING DEPARTMENT 626-855-1500

FIRE DEPARTMENT 626-336-6950

LOS ANGELES COUNTY HEALTH 626-430-5600