

PLAN INFORMATION FOR TENANT IMPROVEMENTS (TI)

Clear, complete plans addressing code requirements enable the plans examiner to quickly review submitted plans, which means faster permit issuance. This list identified the items most commonly missed on TI plans.*

Code Assumptions on Cover Sheet

- Existing and proposed occupancy of space
- Adjacent spaces identified for occupancy or at least the name of the business(es)
- Building type of construction (e.g., VB, VA, IIB) (research City records if needed)
- Area (square feet) of tenant improvement and existing building
- Note if building does or does not have a sprinkler or alarm system
- Note any code exceptions that may apply

Plans

- Vicinity map
- Site plan with building and tenant space identified
- Identify use, area, and occupant load of each room
- Dimensioned and drawn-to-scale plans
- Full floor plan showing other tenant spaces and exiting
- Wall details for construction with top and bottom connections
- Identify rated construction
- Reflected ceiling plan with lighting
- Open offices or retail spaces requiring emergency lighting shall provide one foot-candle over entire area

Accessibility

- Update list – Noncomplying elements in an existing building need to be updated based on two criteria:
 - Maximum expenditure of 25 percent of cost of proposed and required construction
 - Elements prioritized as outlined in ORS 447.241
- Dimensioned plumbing fixture elevations
- Clear area of 12 or 18 inches at latch side of door
- Reception or counter elevation (36 inches maximum height by 36 inches minimum width)
- Restroom door cannot swing into clear floor space at lavatory or toilet
- Fixture placement dimensions must take into account wall coverings for clearances

The architect should provide a list defining proposed upgrades including the cost associated with each. New elements must meet accessibility requirements and are not part of the “upgrade to existing” list.

Energy Compliance Forms

- Lighting Compliance form is required if:
 - Increasing total connected lighting power
 - Replacing more than 50 percent of luminaries in the area

***Items addressed here are representative of most common issues raised during a plans review and do not substitute or exemplify a complete plans review. Other issues regarding your plans review or project design may be raised by this or other departments within the City of Dallas.**