



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

TENANT IMPROVEMENT APPLICATION & CHECKLIST

This application is required to verify compliance of design standards and conditions of approval for approved projects.

Application Date: _____ Square Footage of Tenant Space: _____

PROJECT INFORMATION

Tenant Name: _____

Tenant Address (Include Suite #): _____

Project Owner: _____ Phone Number: _____

Project Owner's Address: _____

Scope of Work: _____

APPLICANT INFORMATION

Name: _____ Phone Number: _____ Email: _____

Address: _____

CONTRACTOR INFORMATION

Contractor Name: _____

License Number: _____ Phone Number: _____

Scope of work: _____

I hereby certify that I have provided the required submittal documents and understand the following requirements:

Signature

Print Name

Date

SUBMITTAL REQUIREMENTS

- Application fee
- Two (2) complete sets of plans wet stamped and signed with attachments
- One (1) digital PDF copy of plans, **once approved** uploaded to this link:
<https://owncloud.chinohills.org/index.php/s/plnSCAnUfGliYm0>
- All proposed roof mounted equipment requires structural calculations that show the existing roof framing system is capable of supporting additional load(s) and must be architecturally screened.
- All proposed roof mounted equipment must show a cross-section of how equipment will be architecturally screened from any public street or parking lot.
 - If roof mounted equipment is proposed, provide elevations/cross sections and include the type of screening material.
 - If proposing to change the color/materials on any elevation, provide colored elevations and list of materials.

- Plans need to be prepared to a standard scale
- Site plan that shows all property lines, impervious surfaces, structures, parking, and is drawn to scale
- Floor Plan
- Interior partition bracing detail
- Framing sections
- Energy Analysis – Compliance method and load calculations
- Mechanical Plans
- Plumbing Plans (when adding additional plumbing fixtures, impact fees may be incurred)
- Electrical Plans
- North Arrow
- Provide and label suite dimensions
- Clearly show existing vs. proposed:
 - Walls / Partitions
 - HVAC Equipment
 - Plumbing Fixtures
- Notice of Intent (See Attached)
- Chino Valley Independent Fire District Permit or proof of no review required (909) 902-5280
- Environmental Health (909) 884-4056

Clearances are required from the following agencies prior to permit issuance:

- Chino Valley Independent Fire District (909) 902-5280
- Environmental Health (909) 884-4056
- If your tenant space is located within The Shoppes at Chino Hills, applicant must first receive approval from The Shoppes management. Please contact Bubba Rhodes for more information at (909) 334-1386 ext.11.

Permits are required for the following:

- Moveable cases more than 6' in height
- Shelving units/gondolas more than 6' in height
- For additions of walls
- Removal of bearing walls or non-bearing demising walls between two or more spaces
- Changes made to the electrical, plumbing or mechanical systems
- Counters

Permits are not required for the following:

- Moveable cases less than 6' in height
- Shelving units/gondolas less than 6' in height
- Partitions under 5'9"

Fees may be assessed by other agencies such as:

- | | |
|--------------------------------------|----------------|
| Inland Empire Utility Agency | (909) 993-1600 |
| Chino Valley Unified School District | (909) 628-1201 |