



PLAN INFORMATION FOR TENANT IMPROVEMENTS (TI)

Clear, complete plans addressing code requirements enable the plans examiner to quickly review over-the-counter plans, which means faster permit issuance. This list identifies 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 (i.e., 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: **minimum** 11" x 17" in size, 1/8 inch scale, 10 pt. font.
- 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

- Upgrade list- Noncomplying elements in an existing building need to be upgraded 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 reviewer project design may be raised by this or other departments within the City of Oregon City.**