



## TENANT IMPROVEMENT Electronic Submittal Checklist & Questionnaire

Please prepare and save your **DOCUMENTS** and **PLANS** as **PDFs**. These will become your pre-application attachments in the **Online Plan Submission Portal**. All attachments must comply with [City of Irvine Electronic Plan Review Document Submittal Requirements](#).

Next, initiate a pre-application in the [Online Plan Submission Portal](#) to create an account or log in.

Enter your project information and attach the following completed documents along with this Checklist & Questionnaire:

### DOCUMENTS:

- [Building Permit Application](#)
- [Building Data Sheet \(if applicable\)](#)
- [Commercial Take-Off Sheet \(if applicable\)](#)
- [Electronic/Digital Signature Disclosure](#)
- [Recycling and Diversion of Construction and Demolition Waste Form \(WMPB\)](#)
- [OCFA Screening Form](#) (NOTE: After COI staff reviews this questionnaire, an OCFA SR Form will be e-mailed to you if required)
- [Developer Deposit Case Set Up Form \(if applicable\)](#)

### ADDITIONAL QUESTIONS:

1. Does this submittal include any parking lot modifications?  No  Yes (If Yes, complete 1a & 1b)  
1a) How many parking spaces are affected? \_\_\_\_\_  
1b) Will there be any asphalt removal?  No  Yes If so, how many sq. ft.? \_\_\_\_\_
2. Does this scope of work include any roof-top mechanical?  No  Yes (If Yes, complete 2a & 2b)  
2a) Will there be any new pads/curbs installed for the roof-top equipment?  No  Yes  
2b) Will the existing pads/curbs be modified or enhanced?  No  Yes

### IMPORTANT INFO:

1. Please submit a [Construction & Demolition Waste Management Plan](#) to the Public Works Department on-line. This is required for all commercial projects and must be completed and approved before a permit can be issued.
2. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City Departments, nor will your plan review period begin, until payment has been received.
3. If you're only looking to receive Advanced Plan Check Fees and do not have plan sheets to upload for review yet, you can upload this completed Checklist & Questionnaire as a plan document (pdf) in the Online Plan Submission Portal and staff will send you the advanced plan check fees, assuming that the plans will be submitted at a later date.