



**CITY OF NEWPORT BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915  
[www.newportbeachca.gov](http://www.newportbeachca.gov) | (949) 644-3200

**TENANT IMPROVEMENT  
 PLAN REVIEW COMMENTS**

Project Description:

**Project Address:**

**Plan Check No.:**

Permit App. Date:

Permit Valuation:

Occ. Group:

Occ. Load:

Type of Const:

Stories:

Fire Sprinklers:

Plan Check  
Expires:

Architect/Engineer:

Phone:

Applicant/Contact:

Phone:

**Plan Check Engineer:**

**Phone:**

**Engineer's email:**

<input checked="" type="checkbox"/> 1 <sup>st</sup> Review: (date)	<input type="checkbox"/> 2 <sup>nd</sup> Review: <i>Italic comments</i>	<input type="checkbox"/> 3 <sup>rd</sup> Review: <b>By Appointment</b>
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**The project plans were reviewed for compliance with the following codes and standards:**

2022 CBC; 2022 CPC; 2022 CEC; 2022CMC; 2022 California Energy Code & Chapter 15 of the Newport Beach Municipal Code (NBMC).

**The code section references are from the 2022 CBC, unless otherwise stated.**

- **TO EXPEDITE PROJECT APPROVAL:** Please provide a written response indicating how and where each comment was resolved on the plans.
- Resubmit all previously reviewed plans, updated plans and supporting documents with each subsequent review.
- **AFTER 2<sup>nd</sup> PLAN REVIEW:** Please call the plan check engineer listed above to schedule a plan review appointment, to expedite project approval.
- For clarification of any plan review comment, please call the plan check engineer listed above.
- Plan review status is available online at [https://css.newportbeachca.gov/EnerGov\\_Prod/SelfService#/home](https://css.newportbeachca.gov/EnerGov_Prod/SelfService#/home). Project status is also available by speaking with a permit technician at 949-718-1888 during business hours.

## **GENERAL**

1. Obtain plan review approval from the following:
  - a. Building Division – EMP Plan Review,
  - b. Fire Department,
  - c. Planning Division,
  - d. Public Works Department,
  - e. Orange County Health Department.
2. Final drawings which will be approved for permit issuance shall be signed by the respective design professionals. Verify at final approval.
3. Include the site address, property owner's and plan preparer's name, address and telephone numbers on all plan sheets in the title block.
4. Provide building information on the cover sheet:
  - a. Brief description of scope of work.
  - b. Uses/Occupancy Classifications, Type of Construction and number of Stories.
  - c. Building Area, Suite area (total) / Area of construction.
  - d. Building is equipped with Fire Sprinkler/Fire Alarm.
5. Projects with valuation of \$200,000 or above shall meet all of the requirements of 2022 CalGreen, Divisions 5.1 through 5.5. See attached CalGreen comment list. (CalGreen 301.3)

## **FLOOR PLAN & MISC. CONSTRUCTION DETAILS**

6. Provide a complete building floor plans showing location of suite with proposed tenant improvements. Show exit access, exit or exit discharge.
7. Provide enlarged suite floor plan and fully dimension and specify the use of each room or area.
8. Provide a wall legend on plans and reference typical construction details. Specify height from floor to deck above.
9. Show locations of low partitions and tenant supplied furnishings on the floor plan. Dimension width of all hallways.
10. Calculate the number of occupants for each conference room, dining room, waiting area and similar assembly uses. For each area on the floor plan, include the floor area of the space, the occupant load factor and total number of occupants. Table 1004.5
11. Provide plumbing fixture analysis. Verify that the number of plumbing fixtures provided complies with CPC Table 422.1. Use chapter 4, Table A for occupant load factor & see footnote # 3 for female required fixtures. The total occupant load shall be determined in accordance with CBC or CPC Table 4-1 Occupant load factor. Provide on the title sheet a summary of the number of required fixtures and the number of provided fixtures.

## **OCCUPANCY PROTECTION & SPECIAL USES**

12. Where the building contains mixed use occupancy, each portion of the building shall be individually classified and comply with the allowable area, height and number of stories. Separated occupancies shall comply with CBC 508.4 and occupancy separation shall serve to define area limits set by Chapter 9 requiring fire protection system. Detail the required fire barrier & joint system construction between the separate occupancy areas. CBC Table 508.4, 707, 711 and 715.

13. Non-separated occupancies shall comply with CBC 508.3. The allowable building area, height and number of stories shall be based on the most restrictive allowance for the occupancy group under consideration.
14. Provide and maintain 1-hr rated fire partitions between tenants in Fashion Island (F.I.) mall. Rated separation walls are not required between tenant spaces and the mall. CBC 402.4.2.1, 708.1 & F.I. Performance Design.
15. Provide 1-hr. fire-rated partitions between tenant spaces in covered mall buildings and at corridors as required by Section 1020.1, except for Type I and Type II Group B in high-rise buildings equipped throughout with an automatic sprinkler system in accordance with 903.3.1.1. (708.1, Item # 2, 708.3 Exception 3)
16. In sprinklered high rise buildings where existing 1-hour fire rated corridors serving as the exit access between the exit stairway enclosures, removing the corridors requires all the following:
  - a. Code analysis that existing building complies with all provision of current code.
  - b. Installation of 2-hour fire rated vestibules at exit enclosure in accordance with (CBC-909.20).
  - c. Identify on the plans the existing building smoke control system and demonstrate that it is not affected by the removal of fire rated corridor.
  - d. Demonstrates by analysis or testing that the Smoke Evacuation System for the building meets the fire department requirements as well as the required force to open the exit doors into the pressurized stairway (CBC 909.6.3, 909.20 and 1010.1.3,) & CFC 909.21)
17. In existing buildings, maintain the existing fire rated corridor or provide code analysis demonstrating that building comply with all requirements of current code in order to de-rate the existing corridor. (CEBC 301.3, 314.1, 503.1; CBC 909.6.3, 909.20, 1006, 1017, 1020; CFC 909.21)

## **EXITING**

18. Two exit access doors are required from an office tenant space when the occupant load exceeds 49. Table 1006.2.1
19. Egress from a room or space shall not pass through adjoining or intervening rooms or areas, except where such adjoining rooms or areas and that area served are accessory to one or the other and provide a discernible path of egress travel to an exit. Doors located in path of egress shall not be able to be locked to prevent egress. (CBC 1016.2, #2 & #3).
20. Egress from a room or space shall not pass through kitchen, storage room, closet or spaces used for similar purposes. (CBC 1016.2(5))
21. Maximum common path of travel distance which the B occupants are required to traverse before two separate and distinct path of egress travel to two exits are available shall not exceed:
  - a. 100 ft., when the occupant load is 30 or less. Table 1006.2.1
  - b. 75 ft., when the occupant load exceeds 30. (100 ft. in sprinklered building) Table 1006.2.1
22. All occupants shall have access to two exits from the floor. Table 1006.3.2
23. For B occupancy, the maximum travel distance to at least one exit shall be:

- a. 200 ft. in non-sprinklered building (Table 1017.2)
  - b. 300 ft. in sprinklered building (Table 1017.2)
- 24. In non-sprinklered buildings, exits from a suite or floor shall be separated by a distance not less than  $\frac{1}{2}$  the diagonal of the suite or floor respectively. (CBC 1007.1.1).
- 25. In sprinklered buildings, the minimum separation between exits shall be not less than  $\frac{1}{3}$  of the diagonal of the space or floor served. (CBC 1007.1.1 Exc. 2)
- 26. In non-sprinklered buildings, exit corridors shall be enclosed with 1-hour rated fire partitions. Provide the following for the fire rated corridors:
  - a. Complete fire partition construction detail or cross section; (CBC 708.1 & Table 1020.2)
  - b. Doors into rated corridor shall be 20-minute rated with smoke and draft protection and automatic closer. (CBC 716.2.2.1)
- 27. Provide a door schedule and specify accessible hardware for each door. Include the maximum force required to open the door at 5 lb except as permitted for fire doors, 15 lb.
- 28. When more than one exit or exit access doorway is required, exit access shall be arranged such that there is no dead end in a corridor exceeding 20 ft. (50 ft in sprinklered building). (CBC 10205)
- 29. Elevator lobby shall be separated from rated corridors with 1-hr. enclosure and 20 min. rated doors CBC 3006.3
- 30. Exit access doors shall swing in direction of travel when occupant load exceeds 50 occupants. (CBC 1010.1.2.1)
- 31. Exit access doors shall have panic hardware in assembly occupancy with occupant load >50. (CBC 1010.2.9)
- 32. Doors opening into the path of egress travel, when fully opened, shall not reduce the required width by more than 7 inches. Doors in any position shall not reduce the required width by more than one-half. (CBC 1005.7.1)
- 33. Space between two doors in a series shall be 48 inches minimum plus the width of a door swinging into the space. Doors in a series shall swing either in the same direction or away from the space between the doors. (CBC 1010.1.7, 11B-404.2.6)
- 34. Only exit access doors may open into rated interior exit stairway enclosures. Other penetrations are not permitted except for mechanical, electrical and sprinkler systems serving the exit enclosure. (CBC1023.4 & 1023.5)
- 35. Two exits are required; show the installation locations of overhead and tactile exit signs throughout the floor plans. (CBC 1013.1, 1013.3 & 1013.6.3)
- 36. Provide means of egress lighting with emergency power back-up supply. (CBC 1008.2)

## **ACCESSIBILITY**

- 37. Refer to accessibility list for applicable code sections relating to the tenant improvement space and access from the parking and public sidewalk.

## **ADDITIONAL COMMENTS**

38. See red marks on plans for additional comments and clarifications.