



SAN BERNARDINO COUNTY FIRE DEPARTMENT

OFFICE OF THE FIRE MARSHAL
COMMUNITY SAFETY DIVISION

SUBMITTAL CHECKLIST NEW AND TENANT IMPROVEMENT

GENERAL REQUIREMENTS:

1. _____ A minimum of three sets of drawings. New construction requires complete sets: electrical, plumbing, architectural, structural and mechanical
2. _____ Completed application
3. _____ Payment

REQUIREMENTS ON PLANS:

1. _____ Owner name, address and phone number
2. _____ Project / Building name, street address and city
3. _____ Name, address, phone number and license number of contractor
4. _____ Assessor's Parcel Number (APN)
5. _____ Architect name, address and phone number
6. _____ Scaled or fully dimensioned drawings
7. _____ Point of Compass
8. _____ Occupancy class and use of each room
9. _____ Construction Type
10. _____ Square footage of area(s) to be permitted

ADDITIONAL REQUIREMENTS

1. _____ Underground waterline plans previously submitted (If applicable)
2. _____ If plans are for a Tenant Improvement construction involving a change in occupancy class or use, a Tenant Review must be submitted for review prior to, or along with, construction plans.

**These are the minimum general requirements for plan check submittal.
Additional requirements may be required upon review.**