



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



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E: communitydevelopment@chinohills.org

CITY USE ONLY			
Building Approval:			
Planning Approval:			
OCC Group:		OCC Load:	

NOTICE OF INTENT / CERTIFICATE OF OCCUPANCY

This information is necessary for the review and issuance of a Certificate of Occupancy when starting a new business, moving a business, or changing ownership of an existing business.

BUSINESS TYPE*:

- | | | | |
|--|--|--|---|
| ☐ Retail Sales | ☐ Automobile (various uses) | ☐ Animals/Pets | ☐ Child Care |
| ☐ Manufacturing | ☐ Medical/Dental | ☐ Education (various types) | ☐ Assisted Living |
| ☐ Massage | ☐ Fitness/Health Club | ☐ General Office | ☐ Personal Services |
| ☐ Food Service | ☐ Fuel Sales | ☐ Entertainment Center | ☐ Warehouse/Distribution |
| ☐ Other: | | | |

*See [CHMC Appendix A](#) for a full list of all land uses. If you do not see your business type listed, please check "Other" and enter business type.

PROPOSED BUSINESS INFORMATION

Business Name (dba): _____

Detailed Description of Operations: _____

Total Number of Employees: _____ Total Per Shift: _____

Days & Hours of Operation*: _____

*If operating 24 hours or between the hours of 2 a.m. and 4 a.m. a Minor Use Permit may be required.

LOCATION INFORMATION

Location Address: _____ Suite #: _____

Center Name: _____

Previous Tenant (if known): _____

Total Square Feet of Space: _____

Property Owner Name (not business owner): _____

Address: _____

Phone: _____ Email: _____

Management Company:
(If different than property owner) _____

Address: _____

Phone: _____ Email: _____

BUSINESS OWNER(S) INFORMATION (Attach additional sheet if necessary)

Owner Name: _____ Phone: _____
Address: _____ Email: _____

Owner Name: _____ Phone: _____
Address: _____ Email: _____

QUESTIONNAIRE:

1) Is the business being relocated from another location in Chino Hills? ☐ Yes* ☐ No

IF YES*: Previous Address: _____

** A new Business License and Certificate of Occupancy is required.*

2) Is proposed business expanding into another suite? ☐ Yes* ☐ No

IF YES*: List **ALL** suite numbers business will occupy? _____

** A new Certificate of Occupancy is required.*

3) Is this the only business within the suite/lease area? ☐ Yes ☐ No*

IF NO*: Provide name(s) of **ALL** businesses located within this lease area/suite: _____

** Each business is required to obtain a Certificate of Occupancy and Business License.*

4) Will food be available/served on-site? ☐ Yes ☐ No

IF YES: Describe method(s) of food preparation (i.e., fry, bake, grill, pre-packaged, etc.) _____

5) How will food be served: (check all that apply): Dine-in ☐ Take-out ☐ Drive Thru* ☐ N/A ☐

** Drive Thru establishments require a Conditional Use Permit is obtained prior to Business License issuance.*

6) Will alcohol be sold? ☐ Yes ☐ No

IF YES: Type (check all that apply)? ☐ Beer ☐ Wine ☐ Liquor

Area of Consumption (check all that apply): ☐ On-Premises ☐ Off-Premises

7) Will alcohol (beer, wine, liquor) be produced on-site? ☐ Yes ☐ No

8) Will entry to the business be restricted to persons 21 years of age and over? ☐ Yes* ☐ No

** A Conditional Use Permit is required for age restricted establishments. Approval is required prior to Business License issuance.*

9) Will there be live entertainment? ☐ Yes* ☐ No

** A Minor Use Permit may be required.*

CONTINUED ON NEXT PAGE

10) Will massage services be provided? ☐ Yes ☐ No

IF YES: Type (check all that apply)? ☐ Full Body* ☐ Face ☐ Foot

Who will perform the massage services (Check all that apply)?

IF FULL BODY*: (Provide proof of licensure or certification for ALL persons performing massage services)

☐ Licensed Physician

☐ Licensed Acupuncturist

☐ Licensed Chiropractor

☐ Registered Nurse

☐ Licensed Physical Therapist

☐ Certified Massage Technician

* Full Body Massage requires a Conditional Use Permit if the services are not solely provided by one of the licensed medical professionals listed who owns at least 5% of the business. ([CHMC 5.24 Massage](#))

11) Is this a medical use? ☐ Yes ☐ No

IF YES: Provide exact description and type of service(s) provided: _____

Will X-Ray/MRI/CT equipment be used?

☐ Yes

☐ No

Will patients be, at any time, incapable of unassisted self-preservation?

☐ Yes

☐ No

Will patients have mobility impairments?

☐ Yes

☐ No

12) Will the business involve the sale of ...

Vehicles (Auto/RV/Motorcycle, etc)? ☐ Yes ☐ No

Tobacco? ☐ Yes ☐ No

Adult Oriented Products? ☐ Yes* ☐ No

Firearms/Ammunition? ☐ Yes ☐ No

* A Conditional Use Permit is required.

13) Will the business involve the mechanical repair/service of vehicles?

☐ Yes

☐ No

14) Will the business involve body repair or painting of vehicles?

☐ Yes

☐ No

15) Will the operation of the business produce any of the following:

Noxious Odors ☐ Yes

☐ No

Gas(es) ☐ Yes

☐ No

Noise audible outside the lease space ☐ Yes

☐ No

A Certificate of Occupancy will be required before you can occupy your business space and open for business. Your Certificate of Occupancy must be approved by both the Planning and the Building and Safety Divisions. If you are the first occupant in a new building, utilities will not be released until a Certificate of Occupancy is issued. In addition, you will need to obtain a Certificate of Occupancy prior to applying for a Business License.

NOTE: Depending on the type of business proposed the Community Development Department may be required to refer an applicant to other agencies for approval prior to issuance of a Certificate of Occupancy. Upon receipt of the above the Building Division will schedule an inspector to visit the site and review your application. When all agency approvals are received a Certificate of Occupancy will be issued.

CONTINUED ON NEXT PAGE

CERTIFICATION

By signing below, I certify under the penalty of perjury:

- 1) The business will only provide the functions/services described here-in and attached here-to, and that the operation of the business will not violate any provision of the Chino Hills Municipal Code, City Ordinance, State of California law or Federal law.
- 2) That, if at any time, the business operates outside of the described functions/services, or violates any provision of the Chino Hills Municipal Code, City Ordinance, State of California law or Federal law, the City may require the business to cease operation until such time that any violation has been addressed to the satisfaction of the City, State, and/or Federal Government.

Signature

Print Name

Date

SUBMITTAL REQUIREMENTS: All of the documents below are required at time of submittal

☐ **One (1) Copy** - Notice of Intent Application

☐ **One (1) Copy** - [Business Plan](#) or Statement of Operations.

Plan must include, at minimum,

- List of **all** functions/services being offered/performed **and** the level of staff assigned to perform them;
- Description of any/all merchandise for sale; and
- Method(s) of customer contact (i.e.: in-person, online, phone, etc.).

☐ **One (1) Copy** - Completed [Business License Application](#)

☐ **One (1) Copy** - Site Plan showing location of proposed business within shopping center

☐ **One (1) Copy** - Floor Plan of Lease Area

Plans must be to a standardized scale (1/8-inch per foot recommended) and include all walls, partitions, counters, shelves, displays, equipment etc. Indicate height of all shelving. Show all door locations, width and direction of swing, Show restroom facilities and all fixtures within. Show/indicate the height of all components that must meet accessibility requirements (i.e. fixed customer service counters, dining/bar counters, plumbing fixtures). If alterations, changes or construction is planned, tenant improvement plans must be submitted to Building & Safety and Fire department for plan check.

CITY PLANNING DIVISION USE ONLY

Use Authorization:

☐ Permitted by Right

☐ Minor/Conditional/Temporary Use Permit Required

☐ Proposed Use Compatibility Determination Needed

☐ Proposed Use prohibited in Zoning District

Appendix A Land Use Category:

Zoning District:

Comments:

Reviewed by:

Date:



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MANDATORY ADA DISCLOSURE

ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

ENSURING EQUAL ACCESS TO YOUR BUSINESS

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.
- (3) The business does not allow people with disabilities to enter the building with their service animals.
- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.

As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate. The best way to protect yourself from a lawsuit is to make your business accessible.

Here are some important steps you should take:

- (1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CASP) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASP inspection has important benefits, like giving you extra protection in a lawsuit. To find a CASP in your area, contact the CASP Program at the Division of the State Architect. You can also visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx. Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.

- (2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access: www.cdda.ca.gov.

The Division of the State Architect: www.dgs.ca.gov.

The Department of Rehabilitation: www.dor.ca.gov.

- (3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access. We thank you for doing your part to help make California a great place for everyone!"