



BUILDING SERVICES DIVISION

PLAN REVIEW SUBMITTAL REQUIREMENTS *Permit # _____* FOR COMMERCIAL TENANT IMPROVEMENTS AND/OR ADDITIONS

The following items are required for a complete permit application. Incomplete submittals may delay the plan check process. The plans shall be drawn to 1/4", 3/16" or 1/8" scale. The site/plot may be 1" = 10, 20, 30, 40 or 50 foot scale based on lot size. The recommended plan sheet size is 24"x 36". All plan specific notes shall be on the applicable plan. Provide two (2) complete sets of plans and documents.

Title Sheet: Provide project name, address, Assessors Parcel Number (APN), code compliance for allowable area, scope of work, proposed project square footage, applicable California Codes, occupancy group and division, type of construction, fire sprinkler requirements, special inspection requirements, name and contact information of associated professionals for this project

Site Plan: Provide vicinity map, parcel footprint, street identification. Specify existing and proposed use of structure, distance to property lines and other existing structures. Provide location of utility services (water, sewer, electrical, gas, LPG, septic), finish floor elevation, earth contours, drainage flow, easements, existing and proposed driveway and parking stall locations, proposed accessibility upgrades, site accessibility plan to all ground level exits, features, and public way, North arrow, plan scale.

Floor Plan: Provide a dimensioned floor plan with construction detail references. Specify the use of existing and proposed room(s); location, type and configuration of existing and proposed doors and windows. Provide existing and proposed locations of required exits, exit lights, and accessibility features. Provide an exiting plan from any accessible point in the tenant space to a public way. Specify the use of adjacent tenant spaces/buildings, occupancy separations, proposed accessibility upgrades, occupant load and square footage per room / space.

Accessibility Requirements: Must be completed by a registered design professional (i.e. architect, civil engineer). Show clearances on the floorplan. Provide and reference details for each feature, including parking, curb ramps, stairs, ramps, restrooms, cabinets, and reach heights. Provide a completed accessibility upgrade worksheet.

Foundation Plan: Provide a fully dimensioned foundation plan including the size and location of existing and proposed footings. Specify the type, length, and location of braced /shear walls and hold-downs. Provide shear wall and hold-down schedules. Specify reinforcement requirements.

Floor Framing Plan: Specify changes to (or addition of) floor joist size, spacing, type, species & grade, beam & post sizes, post bases & caps and beam hangers, straps and drags.

Roof Framing Plan: Specify changes to or addition of the following: rafter size, spacing, species & grade, truss/rafter attachment, purlin size with bracing size & spacing, beam size, species & grade, framing hardware, post sizes & locations, straps, drags & diaphragm nailing, and roofing materials. Clearly identify all bearing walls. Provide ventilation requirements. Provide location of sprinkler supports. Provide two wet-signed sets of truss calculations (if applicable) with a letter of compliance from the Engineer of Record.

Elevations: Provide elevations that detail vertical dimensions of existing or proposed wall(s), projections, doors and windows. Specify architectural features, roof pitch, type of exterior coverings, roofing type and classification.

Building Sections: Provide dimensioned full height and width "cross-cut" building sections with room identification. Provide location and type of insulation. Specify fire resistive wall assembly and construction details.

Construction Details: Provide slab and/or raised floor connections, roof connections, shear transfer, deck ledger & flashing, guardrail configuration and attachment, post and beam connections and fire resistive wall assemblies.

Electrical Plan: Provide the location of existing and proposed light fixtures, switches, outlets, single -line wire diagram, panel(s) with load schedule, distribution and main panels with ampere rating. Specify conduit type, size, & spacing of supports.

Mechanical Plan: Provide location, size and type of HVAC registers and equipment, size, type, and layout of duct system, exhaust fans, equipment specifications and schedules. Specify air balance and outside air requirements, and type and spacing of duct supports.

Plumbing Plan: Provide location, size and type of proposed fixtures and appliances. Provide size and type of water supply, DWV system, gas piping plan, gas pipe sizing, and water conservation notes.

Title 24 Energy Calculations: (Two signed copies)

Structural: Provide structural specifications for concrete, reinforcement, bolting, etc. For additions specify floor & roof design loads, ground snow load, basic wind speed & exposure, seismic design category & site class, flood design data. Structural plan sheets shall be signed by the architect or engineer of record. Provide two sets of wet-stamped and signed structural calculations by a licensed California architect or engineer.

I understand that missing items constitute an incomplete submittal. The official application date shall be the date all required items are received by the Building Division. Plancheck will be scheduled at that time. All required items are present and complete.

Signature _____

Date _____