

SUBMITTAL DOCUMENTS FOR A COMMERCIAL BUILDING PERMIT

All submittals shall be accompanied by a sequentially numbered cover transmittal, with a detailed list of the documents provided, the number of copies, and the date of revision to each document.

Maximum sheet size of the plans shall be 24" X 36". Minimal sheet size shall be determined by staff based on the level of information required, scale, etc.

Each plan sheet shall be identified by a discrete number, drawing title, and revision date.

All plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the current codes and all relevant laws, ordinances, rules and regulations.

All pages shall be wet signed by the person responsible for the plans.

All plans must be consistent with any conceptual drawings approved as part of a discretionary project (if applicable).

All plans sets shall include copies of the final conditions of approval transferred to full size sheets and bound into the project plans (if applicable).

All plan sets shall be clearly labeled as to the permitting phase and shall be identified as 1st submittal, 2nd submittal, and so forth.

2 sets of all plans and reports must be wet stamped and wet signed by California licensed professionals as determined necessary by the Building Official, Plans Examiner, City Engineer and the Fire Chief.

Plans requiring more than one resubmittal for plan check will be charged \$52.17 per hour.

- 1. 1 application filled out completely.**
- 2. 1 ESSU request form filled out completely.**
- 3. 3 sets of an 8 ½" X 11" plot plan (if due to size constraints this is not a large enough format, then the plot plan may also be included on a page of the plans) which shall include the following:**
 - ∞ A north arrow
 - ∞ Scale with scale bar, and drawn to an engineering scale (i.e. 1" = 10' or 1" = 20". Consistent with the copy of plans. Do not reduce).
 - ∞ Location of all property lines and proposed and existing structures and distances from structures to property lines.
 - ∞ Existing and proposed paved areas and existing vegetation.
 - ∞ For ministerial permits that required the approval of a discretionary permit (i.e. a use permit or site development permit), the plot plan should utilize the same engineering scale as that used on the approved conceptual plan.

- ∞ In cases where the approved site design is altered or additional items are required as part of the discretionary approval, all revisions must be clearly outlined and submitted to the Planning Department staff for a determination on whether the changes will require further discretionary review.

4. 3 sets of construction plans which shall include the following:

- ∞ Cover page.
 - a. A list of drawings/pages for the complete project.
 - b. Scope of work.
 - c. Allowable area of building vs. actual area.
 - d. Building Construction type.
 - e. Building Occupancy type.
 - f. Project address and Assessors Parcel Number.
 - g. Property owner, mailing address, phone number.
- ∞ Grading Plan
 - a. Existing topography shown at 1' contour intervals and extending a minimum of 50' beyond the project limits.
 - b. Finished grading contours at 1' intervals and properly labeled.
 - c. Cubic yards of material moved including the yards of cut and yards of fill along with cross sections.
 - d. Retaining walls with critical spot evaluations (if required). Design calculations submitted – details and profile on detail sheet.
 - e. Grading plan general notes.
 - f. Earthwork daylight and conforms to existing ground.
 - g. Typical grading match points with existing ground shown.
 - h. Schematic plan of project including building footprints, access roads, drainage flow arrows with % grade or slope.
 - i. Pad elevations and proposed finished elevation.
 - j. Limits of pad construction clearly identified based on Soils Report.
 - k. Recommendation of soils report incorporated in plans.
 - l. Letter from Soils Engineer stamped and signed stating plans conform to the soils report.
 - m. Retention/ detention ponds (If required).
 - n. Show location and dimensions of any existing access or drainage easements benefiting this property or appurtenant to this property.
 - o. Show on site surface drainage patterns (including adjacent parcels and street frontages).
 - p. Erosion control plan which addresses erosion and sediment control measures during and after completion of the construction project.

∞ Site improvement and Utilities Plan

- a. Building footprint including locations for electrical panel, water and sewer connections and fire hydrants and stand pipes (include service size, total load for the development and cut sheet for equipment used (i.e. for electric must meet EUSERC specifications).
- b. Include the location of all utilities from the service to the building and lateral/feeder sizes.
- c. Finished paving and grading contours at 1' intervals and properly labeled.
- d. Pavement spot elevations at all curbs, BC, EC, angle points, accessible ramps, top and toe of slopes, doorways, curb transitions, existing pavement match point.
- e. Provide elevations of next upstream manhole cover above sewer lateral connection. If the flood level rims of plumbing fixtures are located below the elevation of the next upstream manhole cover of the public sewer then provide an approved backwater valve in the drainage piping serving the fixtures. Fixtures above such elevation shall not discharge through the backwater valve.
- f. Positive drainage away from Client's building (2% soil, 1% pavement).
- g. Truck well with elevation, slopes, and storm water discharge (if applicable).
- h. Show building drainage control, surrounding buildings.
- i. Spot elevations at exit doors.
- j. Pad elevations for appurtenances (i.e. transformer, generator, etc.).
- k. Pavement type and structural section clearly specified (with a cross section of the structural detail).
- l. Finish floor elevations.
- m. Pad elevations and assumed finished floor section.
- n. Spot elevations at 50' intervals around building perimeter and doors.
- o. Note specifying "NO DUMPING – DRAINS TO RIVER" to be painted on curb.
- p. Drainage calculations.
- q. Type and size of storm drain pipe.
- r. 18" minimum storm drain for City maintained pipes.
- s. Landscape berms (may be required on slopes).
- t. Project invoice.
- u. Construction meter.
- v. Irrigation meter and backflow device.
- w. Potable water backflow device.
- x. Sewer backflow device (if required).

- y. Add note to plans “All work within the public right of way requires an Encroachment Permit”.
 - z. Trenching, bedding, pipe alignment and installation procedures.
 - aa. If public improvements are proposed, a signature box for the City Engineers approval shall be provided.
 - bb. Trench safety procedures.
- ∞ Floor Plan.
 - a. All wall lines shown (interior and exterior).
 - b. All door and window openings shown (with type, sizes and swing directions).
 - c. All rooms labeled for use.
 - d. All permanent furniture or equipment shown.
 - e. Fire wall separations.
- ∞ Foundation Plan.
- ∞ Floor framing Plan.
- ∞ Wall framing Plan.
- ∞ Roof framing Plan.
 - a. Draft stops shown if required.
- ∞ Electrical Plan.
- ∞ Plumbing Plan.
- ∞ Mechanical Plan.
- ∞ All specifications, details, and cross sections as needed.
 - a. Show how all required structural and fire resistive integrity will be maintained where penetrations will be made for electrical, mechanical, plumbing and communications conduits, pipes and similar systems.
 - b. Fire wall assemblies.
- ∞ Sprinkler Plan.
- ∞ Elevation Plan (all 4 sides).
 - a. Note all building and roofing material on these plans.
 - b. Note the colors of the building, roof, and appurtenant building features (window casings, canopies, etc).
 - c. Include all approved building signs including specific text, colors, or other design features (A separate sign permit is also required).
- ∞ Landscaping Plan
 - a. Drawn in the same scale as the approved conceptual site plan.
 - b. Include all appurtenances around the building (i.e. sidewalks, bike racks, signs attached to the building, freestanding signs, etc.).
 - c. Planting legend that includes the names, location, coverage area, and anticipated maximum height and

- canopy cover of proposed vegetation at the time of maturity.
- d. Location and approximate coverage of all existing vegetation that will be retained as part of the approved landscape plan.
- e. Trunk location and drip line for all trees that will be retained as part of the approved landscape plan.
- f. Planting schedule for all vegetation installed on the site.
- g. Maintenance schedule for existing or proposed vegetation, including watering schedule and irrigation system design.
- ∞ Outdoor lighting Plan
 - a. Drawn in the same scale as the approved conceptual site plan.
 - b. Location, wattage, and approximate lighting pattern for all building and freestanding lights.
 - c. Elevation drawing showing the height and design of freestanding light standards which shall include the size and type of base.
- ∞ California Energy Calculations transferred to full size sheets and bound into the plans.
- ∞ 2 sets of the California Energy Calculations.
- ∞ 2 sets of the structural calculations.
- ∞ 2 sets of the soils investigative report.
- ∞ 2 copies of the special inspection agreement form (if required).

The building permit review process can take from 4 to 6 weeks for the first review (at this time).

Building permit applications and building permits authorizing work expire by limitation 180 days after the date of application or date of issuance. A one-time 6 month extension may be granted upon written request.

Revisions for plans sent to outside plan check should be submitted directly to the contract plan reviewer. No additional sets should be sent to the City Building Department.