



*City of Ukiah*

COMMUNITY DEVELOPMENT  
DEPARTMENT

300 SEMINARY AVENUE  
UKIAH, CA 95482

## **BUILDING DIVISION**

Phone: (707) 467-5786

Schedule Inspections: (707) 463-6739

Email: [buildingdivision@cityofukiah.com](mailto:buildingdivision@cityofukiah.com)

Website: [www.cityofukiah.com/building-services/](http://www.cityofukiah.com/building-services/)

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## **COMMERCIAL BUILDING PERMIT SUBMITTAL DOCUMENTS**

### **Plan Specifications:**

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- ☐ 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.
- ☐ 24" x 36" maximum sheet size. Minimum sheet size shall be determined by staff based on the level of the information required, scale, etc.
- ☐ Each sheet shall be identified by a discrete number, drawing title and revision date.
- ☐ All pages shall be wet sealed by the person responsible for the plans.
- ☐ All plans shall be consistent with any plans approved as part of a discretionary project (i.e. use permit, site development permit), as applicable.
- ☐ All plans shall include the Planning Department Agreement letter, conditions of approval, and mitigation measures transferred to a full size sheet and bound into the project plans, as applicable.
- ☐ 2 sets of all plans and reports must be wet stamped and wet signed by California licensed professionals as determined necessary by the Chief Building Official, Plans Examiner, City Engineer and the Fire Chief.
- ☐ If the project requires Mendocino County Environmental Health approval, the applicant will need to contact them, fill out their application, and submit the application and plans directly to Environmental Health.
- ☐ All work within the City Right of Way will require an Encroachment Permit obtained through the City of Ukiah Public Works Department prior to start of work.

### **Additional Plan Review**

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

### **Submittal Documents**

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1. One Building Permit Application form filled out completely and signed
2. One Owner/Builder Disclosure form filled out completely (if applicable)
3. One Application for Unreasonable Hardship Determination for Accessibility Upgrades
4. One Electrical Service & Meter Application form filled out completely (if applicable)

**Plot Plan (see last page)**

8 1/2" 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 scale
- ☐ 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.

**Construction Plans (5 Sets Required)****Cover Page**

1. List of drawings/pages for the complete project
2. Scope of work
3. Allowable area of building vs. actual area
4. Building Construction type
5. Building Occupancy type
6. Project address and Assessor's Parcel Number (APN)
7. Property owner, mailing address, phone number
8. Planning Permit Conditions of Approval and Mitigations Measures (if applicable)

**Grading Plan**

- ☐ Existing topography shown at 1' contour intervals and extending a minimum of 50' beyond the project limits.
- ☐ Finished grading contours at 1' intervals and properly labeled.
- ☐ Cubic yards of material moved including the yards of cut and yards of fill along with cross sections.
- ☐ Retaining walls with critical spot evaluations (if required). Design calculations submitted – details and profile on detail sheet.
- ☐ Grading plan general notes.
- ☐ Earthwork daylight and conforms to existing ground.
- ☐ Typical grading match points with existing ground shown.
- ☐ Schematic plan of project including building footprints, access roads, drainage flow arrows with % grade or slope.
- ☐ Pad elevations and proposed finished elevation.
- ☐ Limits of pad construction clearly identified based on Soils Report.
- ☐ Recommendation of soils report incorporated in plans.
- ☐ Retention/ detention ponds (If required).
- ☐ Show location and dimensions of any existing access or drainage easements benefiting this property or appurtenant to this property.
- ☐ Show on-site surface drainage patterns (including adjacent parcels and street frontages).
- ☐ Erosion control plan which addresses erosion and sediment control measures during and after completion of the construction project.

### **Site Improvement and Utilities Plan**

- ☐ 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).
- ☐ Include the location of all utilities from the service to the building and lateral/feeder sizes.
- ☐ Finished paving and grading contours at 1' intervals and properly labeled.
- ☐ Pavement spot elevations at all curbs, BC, EC, angle points, accessible ramps, top and toe of slopes, doorways, curb transitions, existing pavement match point.
- ☐ Positive drainage away from Client's building (2% soil, 1% pavement).
- ☐ Truck well with elevation, slopes, and storm water discharge (if applicable).
- ☐ Show building drainage control surrounding buildings.
- ☐ Spot elevations at exit doors.
- ☐ Pad elevations for appurtenances (i.e. transformer, generator, etc.).
- ☐ Pavement type and structural section clearly specified (with a cross section of the structural detail).
- ☐ Finish floor elevations.
- ☐ Pad elevations and assumed finished floor section.
- ☐ Spot elevations at 50' intervals around building perimeter and doors.
- ☐ Drainage calculations.
- ☐ Type and size of storm drain pipe.
- ☐ Project invoice.
- ☐ Construction meter.
- ☐ Irrigation meter and backflow device.
- ☐ Potable water backflow device.
- ☐ Add note to plans "All work within the public right of way requires an Encroachment Permit".
- ☐ Trenching, bedding, pipe alignment and installation procedures.
- ☐ If public improvements are proposed, a signature box for the City Engineers approval shall be provided.
- ☐ Trench safety procedures.
- ☐ Add note to plans "All work within the public right of way requires an Encroachment Permit".
- ☐ Trenching, bedding, pipe alignment and installation procedures.
- ☐ If public improvements are proposed, a signature box for the City Engineers approval shall be provided.
- ☐ Trench safety procedures.

### **Floor Plan**

1. All wall lines shown (interior and exterior).
2. All door and window openings shown (with type, sizes and swing directions).
3. All rooms labeled for use.
4. All permanent furniture or equipment shown.
5. Fire wall separations.

### **Foundation Plan**

### **Floor framing Plan**

### **Wall framing Plan**

### **Roof Framing Plan**

- ☐ 2 sets of truss calculations
- ☐ Draft stops shown if required

### **Electrical Plan**

Include load calculations and line diagrams.

**Plumbing Plan**  
**Mechanical Plan**

**Sprinkler Plan – Submitted Directly to the Fire Marshal**  
*May be Deferred*

**Alarm Plan - Submitted Directly to the Fire Marshal**  
*May be Deferred*

**Specifications, Details, and Cross Sections**

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. Fire wall assemblies.

**Elevation Plan (All 4 Sides)**

- ☐ Note all building and roofing material on these plans.
- ☐ Note the colors of the building, roof, and appurtenant building features (window casings, canopies, etc.
- ☐ Include all approved building signs including specific text, colors, or other design.

**Landscaping Plan**

- ☐ Drawn in the same scale as the approved conceptual site plan.
- ☐ Include all appurtenances around the building (i.e. sidewalks, bike racks, signs attached to the building, freestanding signs, etc.).
- ☐ Planting legend that includes the names, location, coverage area, and anticipated maximum height and canopy cover of proposed vegetation at the time of maturity.
- ☐ Location and approximate coverage of all existing vegetation that will be retained as part of the approved landscape plan.
- ☐ Trunk location and drip line for all trees that will be retained as part of the approved landscape plan.
- ☐ Planting schedule for all vegetation installed on the site.
- ☐ Maintenance schedule for existing or proposed vegetation, including watering schedule and irrigation system design.

**Outdoor Lighting Plan**

- ☐ Drawn in the same scale as the approved conceptual site plan.
- ☐ Location, wattage, and approximate lighting pattern for all building and freestanding lights.
- ☐ Elevation drawing showing the height and design of freestanding light standards which shall include the size and type of base.

**Calculations**

1. California Energy Calculations transferred to full size sheets and bound into plans
2. 2 sets of the California Energy Calculations (if required)
3. 2 sets of the structural calculations (if required)
4. 2 sets of the soils investigative report (if required)
5. 2 sets of the drainage study (if required)
6. 2 copies of the special inspection agreement form (if required)

**Permit Review**

The City of Ukiah is committed to providing a plan review within 15 working days of the submittal date. Subsequent plan reviewed will be completed within 10 working days of receiving revised or additional documents. The City has no control over the time frames for agencies outside the City, such as Mendocino County Environmental Health, Air Quality, and the California Department of Fish and Game.

## **Expiration of Permit**

Building permit applications and building permits authorizing work expire by limitation of 1 year after the date of submittal or issuance. A one-time six month extension may be granted upon written request made to the Chief Building Official.

## **Programs**

The following is a list of programs that may be available through the City of Ukiah or other agencies which may be applicable to your Project.

Side Walk Reimbursement Program - City of Ukiah, Diann Lucchetti at (707) 467-5711

Energy Star Appliance Rebate - City of Ukiah, Diann Lucchetti at (707) 467-5711

Residential Electric Heat Pump & Energy Efficient Air Conditioning Rebate - City of Ukiah, Diann Lucchetti at (707) 467-5711

Residential Weatherization Rebate - City of Ukiah, - Diann Lucchetti at (707) 467-5711

Commercial Lighting Rebate - City of Ukiah, Diann Lucchetti at (707) 467-5711

Residential Lighting Rebate - City of Ukiah - Diann Lucchetti at (707) 467-5711

Residential Gas Heating Equipment Rebate - PG&E

Cool Roof Rebate - PG&E

Insulation Rebate - PG&E

Gas Appliance Rebates - PG&E

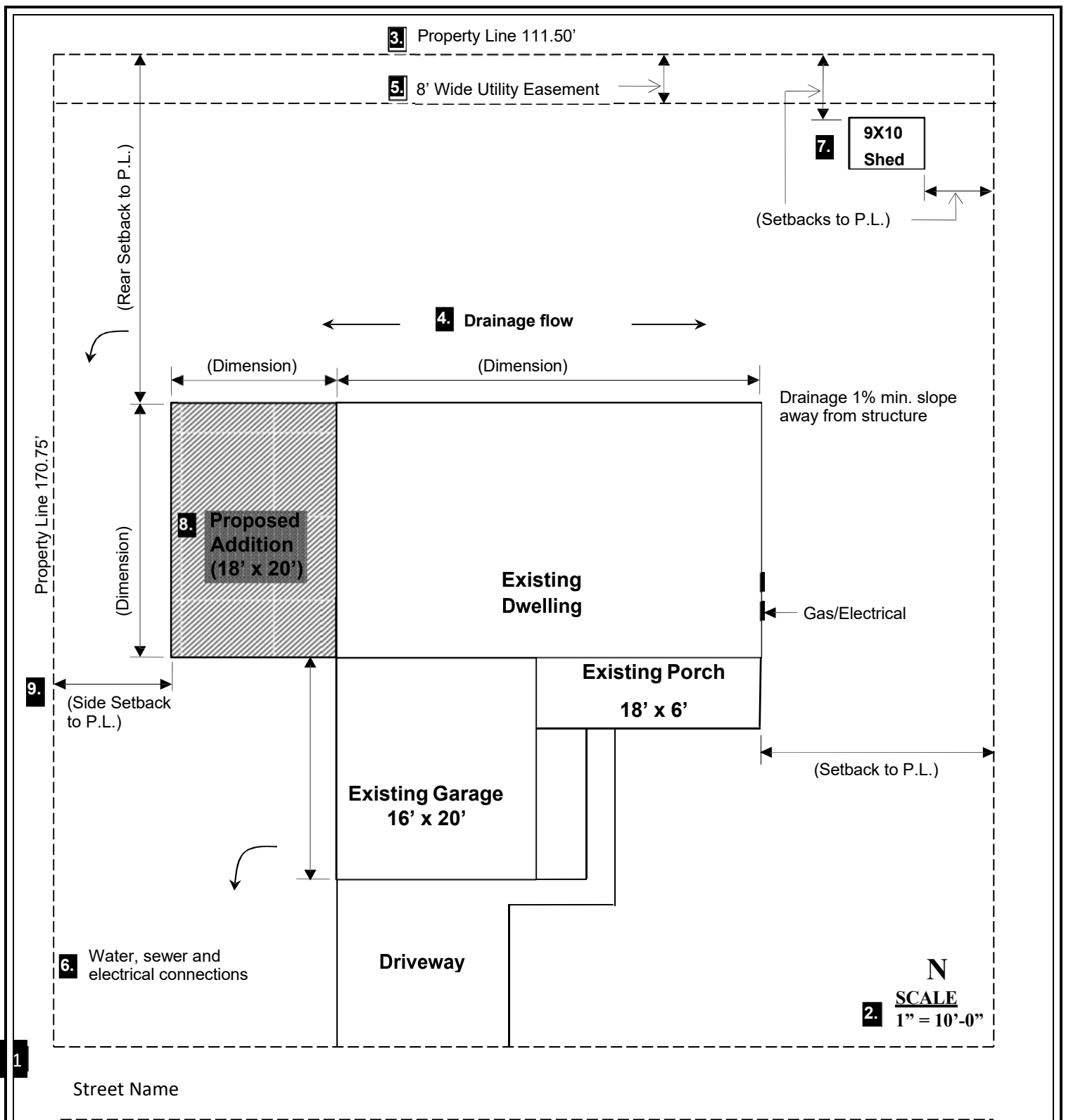
Various Tax Credits based on the Energy Policy Act of 2005 - PG&E

Property Tax Exemptions for various Solar Systems – County Tax Assessor

American Recovery and Reinvestment Act 2009 - [www.recovery.gov](http://www.recovery.gov)

## **CITY OF UKIAH CONTACTS – BUILDING PERMITS**

Matt Keizer, Building Chief Building Official	(707) 467-5718	<a href="mailto:mkeizer@cityofukiah.com">mkeizer@cityofukiah.com</a>
Steven Oropeza, Building Inspector II	(707) 463-6203	<a href="mailto:soropeza@cityofukiah.com">soropeza@cityofukiah.com</a>
Isabelle Grieve, Community Development Technician I	(707) 463-6268	<a href="mailto:igrieve@cityofukiah.com">igrieve@cityofukiah.com</a>
Mireya Turner, Planning Manager	(707) 463-6206	<a href="mailto:mturner@cityofukiah.com">mturner@cityofukiah.com</a>
Ian Broeske, Fire Marshal	(707) 463-6271	<a href="mailto:ibroeske@cityofukiah.com">ibroeske@cityofukiah.com</a>
Daniel Flores, Engineering Technician	(707) 463-6284	<a href="mailto:dflores@cityofukiah.com">dflores@cityofukiah.com</a>



### CHECKLIST

1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures

**SITE PLAN**  
**(Sample Only)**