



# BUILDING SERVICES DIVISION

PLAN REVIEW SUBMITTAL REQUIREMENTS Permit # \_\_\_\_\_

## FOR NEW COMMERCIAL STRUCTURES

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, 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 and sheet index. Specify floor & roof design loads, ground snow load, basic wind speed & exposure, seismic design category & site class, and flood design data, if applicable.

**GEOTECHNICAL REPORT:** Click here Soils Investigation Policy to determine if your project will require Geotechnical report per (CBC 1802.2 and 1802.2.7) submit (one copy) if required. Geotechnical report **will not be required** when parcel is determined to be in SDC "C" or better unless expansive soils are known to exist.

**WILDLAND URBAN INTERFACE:** Contact your local Fire District to determine applicability to your project. (CBC Chapter 7A) All exterior materials must be listed approved by OSFM. Note BML labels for roof coverings, attic vents, gutters, siding, wall vents, doors, windows, deck surfaces, and floor projections.

**SITE PLAN:** Provide vicinity map, parcel footprint, street identification. Specify 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, proposed driveway and parking stall locations, 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 all areas, label and specify the occupant load for each room. Show and specify the type and configuration of doors and windows. Provide locations of required exits, exit lights, and accessibility features. Provide an exiting plan from any accessible point in the structure to a public way. Specify proposed occupancy separations, 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 floor plan. Provide and reference details for each feature, including parking, curb ramps, stairs, ramps, restrooms, cabinets, and reach heights.

**FOUNDATION PLAN:** Provide a fully dimensioned foundation plan showing footing locations, sizes, and reinforcement. Specify type, length, and location of braced /shear walls and hold-downs. Provide shear wall and hold-down schedules. Specify slab reinforcement requirements.

**FLOOR FRAMING PLAN:** Specify floor joist size, spacing, type, species & grade, beam & post sizes, post bases & caps and beam hangers, straps and drags. Provide and reference connection details.

**ROOF FRAMING PLAN:** Specify 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 walls, 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 proposed panels, light fixtures, switches, outlets, and equipment with circuits noted. Provide a single-line wire diagram, panel load schedule(s), 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 & LIGHTING CALCULATIONS:** (Two signed copies)

**STRUCTURAL:** Provide structural specifications for concrete, reinforcement, bolting, etc. 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 \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_