Commercial Plan Check Submittal Requirements

The following are the minimum submittal requirements for Commercial structures. Due to site specific conditions, additional information may be required. The plan sets are to include, at the minimum, the following:

Number of Plan Sets and Licensed Professional Stamp Requirements:
1) Submit 5 sets of plans on 24"x36" sheets.
2) Submit 2 sets of calculations (structural, energy, geotechnical, etc.)
3) California licensed engineer or architect’s stamp and signature on the plans is required.

Title Sheet Information: Provide the following on the plan:
- Project address
- Scope of work proposed project square footage
- Current applicable California Codes
- Occupancy group, division and the occupant load with calculations.
- Type of construction
- Contact information including email, address and phone of associated professionals (Architect, Engineers) for this project.

Site Plan: Provide the following on the plan:
- Parcel footprint with property lines illustrated
- Street(s) identification
- Existing and proposed use of structures, existing and proposed structure dimensions to: property lines, other existing structures and existing or proposes slopes (if applicable).
- Utility and road access easements, existing or proposed parking spaces, landscaping, existing or proposed driveway locations,
- North arrow and plan scale (example: 1/4=1'-0”).
- Accessible Parking stalls with all required dimensions and path of travel.
- Accessible Ramp (If applicable) with the path of travel.

Floor Plan: Provide the following on the plan:
- Dimension floor plan, including every room and space
- Existing and proposed rooms, including plumbing fixtures in the kitchen and bathrooms.
- Dimensioned interior wall partitions
- Location, size and type of configuration of existing and proposed doors and windows.
- Existing and proposed locations of required exits, exit lights, disabled accessibility features and construction detail reference symbols.

Disabled Access: Demonstrate compliance with the California Building code accessibility regulations.
Exterior Elevations: Provide the following on the plan:
- Elevations that detail vertical dimensions of existing or proposed walls
- Doors
- Windows
- Specify existing or proposed wall and roof material finishes

Building Sections: Provide the following on the plan:
- At least one fully dimensioned complete height and width building structural cross-section along with room identification. Specify resistive wall assemblies and construction details.

Schedule:
- Windows: specify size, configuration, type of glazing, type (e.g. casement, single hung etc.).
- Doors: specify size, type, fire rating if applicable, and type of hardware (e.g. Self-closer, lever handles, etc.)
- Walls and ceilings: specify finish materials and/or coatings.

Structural: Provide proposed foundation design, vertical and lateral loads if required. Provide wet stamped and signed structural calculations from a California State Licensed engineer or architect.

Foundation plan: Provide the following on the plan (if applicable):
- Dimension proposed and existing Foundation Plan with size and placement of reinforcement.
- Proposed slab thickness and reinforcement.
- Size and placement of structural anchors and hold downs, and provide size, type in spacing of floor Joist or sleepers.
- All applicable foundation detail connections (Separate detail sheet may be provided).

Framing plan: Provide the following on the plan (if applicable)
- Size, grade and configuration of existing or proposed roof rafters, ceiling joist, door and window headers, shear walls, beams and drag load details.
- Size, grade and configuration of existing or proposed floor joist, girders, rim joist (with blocking detail) and columns. Specify type of connections
- Shear walls Schedule: specify plywood type and thickness, nailing pattern and size of fasteners, size of sills and edge framing, sill nailing pattern and size of fasteners.
- All applicable framing detail connections (Separate detail sheet may be provided).

Energy conservation: Provide the following on the plan (if applicable)
- Energy Calculations
- Building envelope
- Current energy compliance documents, mandatory features and required energy forms for the project
California Green: Provide the following on the plan
- Non-residential Mandatory Measures, in addition to Tier 1 and Tier 2 Voluntary Measures Checklist.

Mechanical Plan: Provide the following
- Location
- Size and type of HVAC registers and equipment
- Size and layout of duct system
- Exhaust fans
- Equipment specifications and schedules

Electrical Plan: Provide the following
- Location and type of existing and proposed light fixtures
- Switches, outlets
- Single-line wire diagram
- Panels with load schedule
- Distribution and main panels with ampere rating
- Location of proposed and/or existing electrical service panel.

Plumbing Plan: Provide the following
- Location
- Size and type of proposed plumbing fixtures and appliances.
- Provide size and type of water supply, DWV system, gas piping plan (Isometric drawing require with multi story) and water conservation notes.
- Location of existing and/or proposed Gas & Water Meters.
- Location of existing sewer lateral line.

Note: Please contact the Planning Division and Public Works Department for their requirements for the projects submittal.