



**Submittal Requirements for
New Commercial Buildings and Additions**
2007 CBC Adopted Codes
Effective January 1st, 2008

Project Address: _____
Date: _____ Permit# _____

The following items shall be provided when plans are submitted to the Building Division for plan review and permit issuance of a New Structure. This applies to new commercial structures and multi-family residential projects with three or more units. A comprehensive list of items required on the plans has been identified for each discipline. The list may also identify when a plan is necessary for submittal. Additional information on the plans may be required at the discretion of the discipline reviewing the plans.

“ONLY COMPLETE PLAN SETS WILL BE ACCEPTED”

Seven (7) complete sets of plans with an additional three (3) sets of Civil plans for Utilities shall be submitted to the Building Division. Information to be included and/or related to a set of plans shall meet the requirements listed below.

- All plan sheets shall be 24” x 36” minimum.
- A cover sheet on each plan set shall contain a Vicinity map, North Arrow, Cross Streets, Assessors Parcel Numbers and a Sheet Index.
- Plan sheets shall be drawn to standard engineering/architectural scale.
- Each plan sheet shall have a State of California stamp by a registered Engineer and/or Architect (wet stamp and signatures will be required prior to issuance of a final permit).
- General Information on each sheet shall include the project name, address, designer, phone number of designer, occupancy group(s), type of construction, area analysis including separated/non-separated designation, zoning and acreage, Fire Deferral Overhead (Additional information to be included on each plan sheet for each discipline is identified below).
- One (1) copy of the “Approved Conditions of Approval”, Mitigation Measures, Development Agreement, Inclusionary Housing Plan, Transportation Mgt. Plan or any other approved document applicable to the new construction shall be included with the set of plans.
- Multiple items can be combined on plans for simple buildings, if clarity is maintained.
- Plan check fees are required at the time of formal application submittal.

Building and Life Safety – Plan Set Requirements

- ❑ Civil Drawings
- ❑ Architectural Drawings (i.e. site plan, floor plan, seating plan, roof plans, elevations, details and/or sections)
- ❑ Existing and proposed property lines and all applicable easements shall be depicted on the drawings
- ❑ Structural Drawings (i.e. foundation plan, floor framing plan, roof framing plan, sections and/or details)
- ❑ Two (2) sets of Structural Calculations stamped and wet signed by design professional
- ❑ Title 24 Energy Calculations, Forms, and Mandatory measures (Note: forms ENV-1, Mech-1, and LTG-1 shall be signed by design engineer and shall be a part of the approved plans)
- ❑ Two copies of Soils Report
- ❑ Hazardous Material Declaration (list type & quantities of chemicals stored on site)
- ❑ Elevation Certificate if within Flood Zone

Plumbing and Mechanical – Plan Set Requirements

Plumbing Plan

- ❑ Floor Plan
- ❑ Single line and/or Isometric drawings showing location, materials, size, fixture units and lengths of:
 1. Drains, wastes
 2. Overflow pans
 3. Vents, sewers
 4. Roof drains sized for 3" rainfall per hour
 5. Water lines, floor sinks, condensate lines
 6. Water sizing calculations
 7. Required # of plumbing fixtures per table 4-1 C.P.C.

Mechanical Plan

- ❑ Floor Plan
- ❑ Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFM's
- ❑ Size and location of all combustion air openings (when gas appliances are used)
- ❑ Size, type and termination of any gas vents, grease ducts, etc.
- ❑ Details of any rated shafts
- ❑ Equipment – show size, weight, attachment details, location and access, make and model number (note replacement units in excess of 400 lbs require structural calculations)
- ❑ Indicate which rooms are to be conditioned and how
- ❑ Provide minimum required ventilation and outside air (per current CMC and Title 24, Part 6 Energy Code)
- ❑ Walk-in-cooler boxes (note: provide spec sheets for manufactured and/or details of any site built)
- ❑ Provide full Title 24 Mechanical work sheets
- ❑ Hoods
 1. Provide construction details of rated shafts
 2. Provide CFM calculations, locations, type & size of hood, duct & equipment
 3. Provide CFM of exhaust and makeup air
 4. Type of fire suppression equipment
 5. Location of exhaust termination, provide equipment installation instructions and listings

***Note: Food Service Handling Facilities, other than wholesale, require proof of submittal to County Environmental Health Department**

Electrical – Plan Set Requirements

Electrical Plans shall include:

- Light Fixture Schedule, include description type and fixture loads
- Lighting layout, switching and circuitry identification
- Receptacle equipment layout and circuitry
- Equipment schedule
- HVAC equipment location, supply voltage and demand, their disconnects and circuitry
- Misc. Electrical equipment and circuitry
- Location of SMUD transformer, service equipment, panels, controllers, etc.

Single Line Drawing Plans shall include

- Main service size
- Size of service entrance conduit and conductors (include type)
- Size of any wireways or busways
- Size and type of all overcurrent protective devices
- Feeders, include size and type of conduit and conductors
- AIC ratings (service, panel boards, etc).
- All ground conductor sizes: Ufer ground, supplemental ground, water and gas bonding
- Transformers, their size & type: transformer grounds

Load Calculations

- Complete NEC calculations based on sq.ft. and with actual loads, include 125% for continuous loads and add 25% of largest motor
- Complete Panel Schedules:
 1. Voltage & ampere ratings
 2. Phase and wire no. (3 or 4 wire)
 3. Breaker or fuse sizes
 4. Main Circuit Breaker (M.C.B.) or Main Lugs Only (M.L.O.)
 5. AIC rating (service, panel boards, etc.)
 6. Loads of each circuit
 7. Panel total load
- Provide Title 24 Energy Documents

Note: All new or upgraded services require a commitment letter from SMUD.

Fire – Plan Set Requirements

New Commercial Buildings and Additions

- Water Supply Test (Required at time of formal plan submittal)
- Indicate on cover sheet deferred submittals
- Indicate on Architectural Cover Sheet the amount of required fire flow required by CFC B and the required number of hydrants per unadjusted amount of fire flow per CFC C
- Indicate on Architectural Cover Sheet any alternate means and methods
- Fire Sprinkler and Fire Alarm plans with calculations and material data sheets
- Path of Fire Department access to site with turning radius and curb identification
- Location of existing and new fire hydrants that are used for the sites fire flow
- Underground fire water piping plan with size and type of pipe
- Underground details, including thrust block, slab penetration, footing penetration, fire department connection(s), vault and valves details
- Fire flow calculations
- Indicate the location and operation of all new and existing fences and gates
- Location of Knox devices for fire department access to site and building
- Location of Fire Department Control Room

- ❑ Material Safety Data Sheets for all hazardous, flammable, and combustible materials
- ❑ Quantities, size of container and type of container for all hazardous, flammable and combustible materials
- ❑ High piled storage plans shall include:
 1. Draft curtains
 2. Heat/Smoke vents
 3. Hose Lines
 4. Fire Department Access Doors
 5. Commodity Class
 6. Rack and/or pile configuration including flu spaces and aisle widths
 7. Existing Fire sprinkler design (if applicable)
- ❑ Location of Fire Alarm Control Panel (FACP)
- ❑ Indicate electrical circuit that will be used to provide power to FACP
- ❑ Medical gas plans

Existing Commercial Buildings – Tenant Improvement and Remodels

- ❑ Fire Alarm Plans
- ❑ Fire Sprinkler Plans
- ❑ Location of Fire Alarm Control Panel (FACP)
- ❑ Material Safety Data Sheets for all hazardous, flammable, and combustible materials
- ❑ Quantities, size of container and type of container for all hazardous, flammable and combustible materials

Site – Plan Set Requirements

Plot/Site Plan

- ❑ Lot dimension showing whole parcel and property lines
- ❑ Building footprint with dimension to property lines and unloading zones (detail)
- ❑ Provide dimensions for all new and/or existing improvements (planters, sidewalks, parking and maneuvering, etc.)
- ❑ Parking analysis
- ❑ Parking layout showing A.D.A parking spaces, disabled path of travel, electrical vehicle parking, carpool/vanpool parking from public right-of-way to main building
- ❑ Provide ADA signage detail
- ❑ Location of driveways, off-street parking, loading facilities (show dimensions of parking spaces)
- ❑ Details -Trash/Recycling Enclosure details if applicable (location, size, type of dumpsters/receptacles and access), bike lockers, curbs, and signage
- ❑ Conditions of Planning and/or Entitlements (Plan Review, Variance, Special Permit, Design Review, Preservation)
- ❑ Location of walls/fences, footing details, and elevation details (height, materials, color etc.)
- ❑ Photo Metrics of all exterior lighting
- ❑ Lighting location on site plan and building elevation
- ❑ Comply with City Zoning Ordinance Requirements in Chapter 17 for all site development
- ❑ Signage typically is under a separate permit

Landscape & Irrigation Plan

- ❑ Plans must be signed by a licensed Landscape Architect
- ❑ Plan shall be provided with formal submittal packet
- ❑ Site plan delineating all landscaped planter areas
- ❑ Identification of all plant material (plant legend including tree and plant species)
- ❑ Parking lot shading and interior landscaping calculations
- ❑ Reduce pressure valve (RP)
- ❑ Provide M. A.W.A. water calculations
- ❑ Provide irrigation schedule and legend

UTILITIES – PLAN SET REQUIREMENTS

- Clearly defined property line
- Two sets of drainage study, hydrology and hydraulic calculations, shed map and overland flow release map, signed and stamped by the engineer of record
- Two sets of water quality swale calculations, signed and stamped by the engineer of record (if water quality swale is proposed for the project)
- Stormwater Pollution Prevention Plan (SWPPP), certified by the owner or owner's authorized representative (if total disturbed area is greater than 1 acre)
- Water supply test
- Civil Plans – four (4) sets total
 1. Title Sheet with standard General Notes, official city bench mark, utilities contacts, flood zone reference, building square footage information, site acreage, key map, index to sheet and site overview plan
 2. A topographic sheet based on the official city bench mark showing property lines, R/W lines, easements and existing utilities. Adjacent off-site topography shall also be shown to the extent necessary to determine the impacts to the surface drainage paths.
 3. A grading sheet showing existing and proposed elevations and finished floor elevation. Cross sections showing existing and proposed ground lines, fences, wall, PL, R/W, drainage arrows, utilities and dimensions. Finished pavement section and base information.
 4. Drainage sheet detailing on-site drainage and sewer system slope/length/size information, invert and rim elevations of drop inlets and manholes, pipe material and bedding information. Provide details of DIs and MH if non-city standards are used.
 5. Utility sheet showing on-site fire, domestic water system with Standard General Water Notes, location of service connections, meters and RP assemblies and details. Include irrigation point of connection.
 6. Erosion and Sediment Control Plan with Standard Erosion Sediment Control Notes, location of BMPs selected, details of BMP and maintenance schedule (if pavement is greater than 1000 sq feet). See www.sacstormwater.org.
 7. Pavement plan with curb details

Development Engineering – Plan Set Requirements

Plans shall be submitted to Development Engineering when items listed below are requested and/or necessary for development. If Off-Site Improvement Plans are required, these plans shall be submitted concurrently with any new and/or existing development or improvements. (Please provide copy of "Pink Sheet", and "Conditions of Approval" from Planning Department)

New Projects

Encroachment Permits

- New Frontage Improvements – within Right-of-Way (new curb, gutter, streets, sidewalks, underground improvements, etc.)
- Sidewalk Replacement
- Water Taps
- Sewer Taps
- Drains/Sidewalk
- Storm Drain Taps
- Curb & Gutter Repairs
- Alleyway Repairs
- Roadway Improvements
- Hydrant Relocation
- Drain Inlet Relocation
- Street Light Relocation

Revocable Permits

- Awning
 - Bike Racks
 - Flag Pole
 - Door Swinging into Right-of Way
 - Monitoring Wells
 - Banners
- Roof Drains/Sidewalk

Mapping

- Lot Line Adjustment
- Lot Mergers
- Lot Splits
- Tentative Subdivision Map
- Tentative Parcel Map
- Master Tentative Map

Entitlements (New or Existing)

- Special Permit for Drive-Thru
- Request to Add Drive-Thru
- Major Project – 30,000 Sq. Ft. or greater
- General/ Community Plan Amendment
- Rezone

Tentative Improvement/Existing Projects

- Bldg. Addition of 500 Sq. Ft or greater
- Surface Improvement of 1000 Sq. Ft. or greater
- Water Taps
- Sewer Taps
- Drains/Sidewalk
- Storm Drain Taps
- Curb & Gutter Repairs
- Alleyway Repairs
- Roadway Improvements
- Hydrant Relocation
- Drain Inlet Relocation
- Street Light Relocation
- Entitlement Required w/Change of Use
(change of use from 100% residential to 100% office in an RO zone)

Miscellaneous

Food Equipment Plan

- Make, manufacturer and model number of all food equipment (must be NSF or equivalent)
- Water Heater information: type, size, recovery rate, etc.
- Storage areas for food, employee garments and cleaning supplies
- Interior room finishes
- Electrical Nameplate Rating
- Weight of equipment if over 400 lbs.

Required Prior to Issuance of Final Permit

- Owner/Builder Form (legal document)
- Current Certificate of Workers' Compensation
- Hazardous Materials Form (HazMat)
- Letter of Authorization Required to sign by Contractor or Owner
- School Impact Fee (copy of paid receipt)
- HCD Forms (State # (916) 445-4782 for Modular/Coaches
- County Regional Sanitation Fee (copy of paid receipt)
- Habitat Conservation Plan Fee (Bob Robinson or Farmarz Ansari)
- Flood Elevation Certificate
- Environmental Health Department approval (916) 875-8440
- Fees paid

Staff Member: _____

Applicant: _____