



SUBMITTAL REQUIREMENTS FOR NEW COMMERCIAL/INDUSTRIAL BUILDING

Permit Submittal Requirements for a New Commercial/Industrial Building

Before approval and issuance of a building permit for a new commercial/industrial building, applicant shall submit three (3) sets of plans, which are drawn to ¼" per foot scale (or at the very minimum fully dimensioned), readable, legible, and include the following information contained in this document.

This Information Bulletin contains the suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information.

The lists contained in document are only the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information. Items identified as deferred shall be listed with instructions describing the process to approve the deferred submittals. The Architect or Engineer shall indicate that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.

I. DOCUMENT SUBMITTAL LIST

A. Plans

- Architectural Plans
 - Plot plan
 - Floor plan
 - Roof plan
 - Exterior elevations
 - Cross-sections
 - Accessibility access features
 - Green Code features
- Structural Plans
 - Foundation plan
 - Floor framing plan
 - Roof framing plan
 - Truss information
 - Structural framing and connection details
- Grading Plans when grading is proposed or required
- Landscaping Plans
- Plumbing Plans (including relevant information from architectural plans)
- Mechanical Plans (including relevant information from architectural plans)
- Electrical Plans (including relevant information from architectural plans)

B. Calculations

- Two complete set of Structural Calculations (for vertical and lateral loads) signed by a licensed engineer or architect in the State of California
- Two Energy Calculations and Signed Forms (Title 24) signed by the licensed designer

C. Other Documents

- Soils Report
- Geologic Hazard Study if in Geologic Hazard Zone
- Hazardous Material Inventory List (list types and quantities of chemicals stored on site)
- Material specifications

II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

A. General Information

- Plans prepared with ink or indelible pencil or by a reproduction process, drawn to 1/4" scale minimum, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders
- Signature and stamp on all documents by a California licensed architect or engineer (cover sheet of each document to be wet signed and stamped)
- Name, title, registration (if applicable), address, and telephone number of the architect and/or engineer on cover sheet
- Project name and address, as well as project owners name, address, and telephone number
- Cover sheet information:
 - Applicable codes and editions (2016 CBC, 2016 CMC, 2016 CPC, 2016 CEC, 2016 CAGBSC & 2016 CNC)
 - Description detailing scope of all work
 - Occupancy group(s) and type of construction
 - Gross floor area per floor, allowable area calculations and building height
 - Index of all sheets of plans and attachments
 - List of deferred submittals with instructions for submittal and approval

B. Architectural Plans and Green Building Plans

- Plot plan including:
 - Vicinity Map and North Arrow
 - Lot dimensions, property lines, and street and alley locations
 - Building footprint showing all projections and dimensions to property lines and adjacent structures
 - Fully dimensioned parking lot layout, driveway locations, and sidewalks, including all required accessibility features, such as accessible parking spaces and paths of travel from accessible parking spaces and public sidewalks to all building entrances
 - Easements and visible utilities on site
 - Locations of existing or proposed fire hydrants within 500 feet of the project
 - Parking analysis/summary for addition to or reduction in the number of parking spaces
- Fully dimensioned floor plans, including room sizes and uses, corridor and aisle widths, and all accessible access features, including fully dimensioned and detailed restrooms
- Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables, roof equipment and construction material of roof
- Flashing details
- Exterior elevations detailing all exterior walls and cross sections in each direction
- Interior elevations including fixed cabinets, counters, drinking fountains, and public telephones to show compliance with all applicable disabled access requirements

- Door and window locations and door and window schedules including size and type, including door threshold details and information conforming to CBC 1010.1.7
- Location and details of all required signs, visual and tactical, as specified in section CBC 11B-703
- Fully dimensioned elevator, ramp, and stair details, including rise and run for stairs, handrails, and all member sizes
- All exit locations, including exit paths and exit lighting
- Exit signage (exit, exit route, to exit, exit stair up, exit stair down, etc.) as specified in CBC 1013
- Fire separation wall locations and construction details
- Location of fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction details
- Fireplace details
- Finish schedule with flame spread ratings
- Accessibility notes to cover all other applicable accessibility requirements that are not covered by details

C. Structural Plans

- Structural wall sections including connection details at foundation, floor, and roof levels
- Post and girder connection details
- Footing, pier, and grade beam details
- Shear wall and hold down details, including wall construction, nailing, anchor bolts, transfer connections, and hold downs
- Stairway framing and connections, including handrails, and dimensions of all members including accessibility requirements
- Material specifications
- Where prefabricated Trusses are used:
 - Roof framing plan with truss I.D. number(s) and manufacturer=s name
 - Detail of all trusses, including gable bracing and bridging
 - Detail of all truss splices, connections, plate sizes, and hangers
 - Truss plans stamped and signed by the licensed design engineer or architect of the project stating reviewed and approved the plan
- Electrical, mechanical and plumbing seismic bracing, connections and support details

D. Grading Plans

- Existing and proposed grading plans
- Pad elevations, ground slope drainage pattern, and topographic plans
- Retaining walls and drainage systems
- C-3 Storm drain protection measures

E. Landscaping Plans

- Show all structures, including accessory structures, walkways, etc., including all required accessibility features

F. Plumbing Plans

- Site utility plan and sizing calculations
- Waste and vent pipe and sizing calculations
- Water piping sizing calculations
- Kitchen plan for common area kitchens
- Roof drain plan and sizing calculations
- Condensate drain plan and hydronic piping plan

G. Mechanical Plans

- HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire- dampers
- Environmental and product conveying duct plan
- Gas piping and sizing calculations
- Kitchen plan for common area kitchens and Contra Costa County Health Department approval

H. Electrical Plans

- Load calculations and panel schedule
- One-line diagrams, including wire and conduit sizes
- Lighting plan and lighting fixture schedule

I. Energy Requirements

- Complete Title 24 Energy compliance documentation prepared and signed by energy compliance professionals, imprinted on plans

III. MISCELLANEOUS PLANS & PERMITS

- Demolition of structures on site
- Fire sprinkler, smoke detection, and fire alarm system installation
- Storage racks and other equipment installations
- Project conditions of approval printed on plans

NOTE:

- This is not a complete list of all document submittal requirements and additional information may be required after plan review.
- Review and approval, when appropriate, from other departments and agencies such as Contra Costa County Health, Fire District, Sanitary District, Planning, and Engineering are required.