



Electronic Plan Review Naming Conventions for Commercial Construction Permits

The County of San Luis Obispo Planning and Building is accepting On-Line Building Permit Applications. Applying for a permit electronically does not guarantee expedited processing.

1. When applying for a permit electronically we require a specific naming convention to facilitate the submittal and plan review process.
2. Once you have been given a building permit number, if the prefix to the number starts with any of the following prefixes listed below, the naming conventions will need to be followed.
3. Building permit will be broken down into different Permit Case Types (Prefixes) and work classes. The following are the different Prefixes and Permit Case Types available in the County’s Permitting System:

<i>CNBS - Cannabis</i>	<i>FNDN - Foundation Only</i>
<i>CBLD - Commerical New Structure</i>	<i>GRAD - Grading</i>
<i>CDMO - Commercial Demolition</i>	<i>OWTS - Septic</i>
<i>CMEP - Commercial Mechanical / Electrical / Plumbing</i>	<i>CCTI - Tenant Improvement</i>
<i>CALT - Commercial Addition / Alteration</i>	<i>RENEW - Renewable Energy</i>

**Please note if there is an "ASB" after the permit case type, the permit is an "As-Built" and the naming conventions are the same as the original Permit Case Type.*

The plans **must** be labeled and packaged before uploading them for initial plan review. Submit a complete initial package only **ONCE**. Please verify that plans are sized for printing 24" x 36" sheets. Staff will reject plans if not submitted using the following naming conventions.

- **Permits for the following Commercial projects will require files to be labeled as the following:**
CNBS – Cannabis: NAME OF DOCUMENT - PERMIT NUMBER
CBLD- Commercial New Structure: NAME OF DOCUMENT - PERMIT NUMBER
CALT- Commercial Addition / Alteration: NAME OF DOCUMENT - PERMIT NUMBER
CCTI - Tenant Improvement: NAME OF DOCUMENT - PERMIT NUMBER

Label documents as the following:

- General **EXAMPLE: GENERAL-CBLD2023-00XXX**
 - a. File to include Site Plan, Civil, Landscape, Septic, Stormwater, any conditions of approval from Land Use Permit (if applicable) and all applicable drawings for the associated permit.
- Structural **EXAMPLE: STRUCTURAL-CBLD2023-00XXX**
 - a. File to include structural drawings.
- Architectural; Plumbing, Mechanical, Electrical, Energy:
EXAMPLE: ARCHITECTURAL-CBLD2023-00XXX or ARCH-MEP-CBLD2023-000XX
 - a. This file will include the architectural, plumbing, mechanical, electrical, energy drawings.

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Supporting Documentation:

- a. Soils Investigation and/or Geotechnical Engineering Report **EXAMPLE: SOILS RPT-CNBS2023-00XXX**
- b. Structural calculations stamped and signed by the engineer Report **EXAMPLE: STRUCTURAL CALCS-CNBS2023-00XXX**
- c. Community Service District Will Serve Letters for water and sewer
EXAMPLE: WILL SERVES-CBLD2023-000XX
- d. Percolation test information (if applicable) **EXAMPLE: PERC TEST CBLD2023-000XX**
- e. Title 24 Energy Report **EXAMPLE: T24-ENERGY-CCTI2023-00XXX**
- f. Truss Calculations (if applicable) **EXAMPLE: TRUSS CALCS- CALT2023-000XX**
- g. Project Manuals- **EXAMPLE: MANUAL NAME-PERMIT NUMBER**
- h. Any or all applicable supporting documentation associated with the applied permit.

- **Permits for Demolition projects will require files to be labeled as the following:**

CDMO- Commercial Demolition

- Plans **EXAMPLE: PLANS CDMO2023-000XX**
 - a. This file for the demolition permit will include a site plan, the area to be demolished, square feet, and any previous permits for the original construction of the structure.
- Supporting Documentation
 - a. Copy of previous permit **EXAMPLE: PREVIOUS PERMIT-RDMO2023-000XX**
 - b. Structural calculations if it is a partial demolition of the building.
 - c. Asbestos letter from APCD
EXAMPLE: ASBESTOS LTR-CDMO2023-000XX or APCD LTR-CDMO2023-000XX
 - d. Any or all applicable supporting documentation associated with the applied permit.

- **Permits for Commercial; Mechanical, Electrical, and Plumbing, projects will require files to be labeled as the following:**

CMEP- Commercial Mechanical, Electrical, Plumbing

- Plans **EXAMPLE: PLANS-CMEP2023-000XX**
 - a. This file for the Mechanical, Electrical or Plumbing permit will include a site plan, a floor plan, and the area to be worked on.
- Supporting Documentation
 - a. California energy commission forms (if applicable)
 - b. UL listing of equipment (if applicable) **EXAMPLE: CEC FORMS-CMEP2023-000XX**
 - c. Any or all applicable supporting documentation associated with the applied permit.

- **Permits for Onsite Wastewater Treatment System (OWTS) documents to be labeled as the following:**

OWTS- Onsite Wastewater Treatment System (Septic Systems)

- Plans **EXAMPLE: PLANS OWTS2023-000XX**
 - a. This file will include a site plan, and septic design

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- Supporting Documentation **EXAMPLE: NAME OF DOCUMENT-PERMIT NUMBER**
 - a. Soils Investigation and/or Geotechnical Engineering Report
 - b. Percolation test information **EXAMPLE: PERC TEST OWTS2023-000XX**
 - c. Engineering information (if applicable)
 - d. Any or all applicable supporting documentation associated with the applied permit.

- **Permits for Commercial Grading, documents to be labeled as the following:**

(Commercial minor grading drawings can be included in the building commercial plans.)

GRAD-Major Grading

- Plans **EXAMPLE: PLANS GRAD2023-000XX**
 - a. This file will include grading and drainage for the associated permit for minor grading or major grading, and stormwater.
- Supporting Documentation **EXAMPLE: NAME OF DOCUMENT-PERMIT NUMBER**
 - a. Soils Investigation and/or Geotechnical Engineering Report
 - b. Retaining wall calculations (if applicable)
EXAMPLE: GRAD2023-000XX or RETAINING WALL CALCS-GRAD2023-000XX
 - c. Hydrology Reports **EXAMPLE-HYDROLOGY RPT-GRAD2023-000XX**
 - d. Any or all applicable supporting documentation associated with the applied permit

- **Permits for Commercial Foundation Permits, documents to be labeled as the following:**

Plans **EXAMPLE: PLANS-FNDN2023-000XX**

- a. This file will include a site plan, a floor plan, and the area to be worked on for either mechanical, electrical, plumbing or foundation work.
- Supporting Documentation **EXAMPLE: NAME OF DOCUMENT-PERMIT NUMBER**
 - a. California energy commission forms (if applicable)
 - b. UL listing of equipment (if applicable) **EXAMPLE: UL LISTING-CALT2023-000XX**
 - c. Structural Calculations (FNDN- Foundation permit only)
 - d. Soils Investigation and/or Geotechnical Engineering Report
 - e. Any or all applicable supporting documentation associated with the applied permit

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- **Permits for Photovoltaic Systems, documents to be labeled as the following:**

RENW- Renewable Energy

- Photovoltaic Plans **EXAMPLE: PLANS RENW2023-00XXX**
 - a. File to include site plan, civil (if there is any grading), Site Electrical (single line diagram), Photovoltaic Plans and any conditions of approval from Land Use Permit, if applicable
- Manuals/Installation Instructions/Cut Sheets **EXAMPLE: CUT SHEETS RENW2023-00XXX**

Supporting Documentation EXAMPLE: NAME OF DOCUMENT-PERMIT NUMBER

- a. A complete "Online Permit Application Signature Form" BLD-2034 with all sheets signed by owner, agent, or contractor
- b. Project Manuals
- c. Soils Investigation and/or Geotechnical Engineering Report Registered Design Professional Statement and Structural Calculations (if applicable)
- d. Any or all applicable supporting documentation associated with the applied permit

PLANS MUST HAVE A BLANK 2"H X 3"W RECTANGLE ON THE LOWER RIGHT CORNER OF EVERY PAGE (IN THE SAME LOCATION) FOR COUNTY STAMP OF APPROVAL.

IT IS THE RESPONSIBILITY OF THE PROFESSIONAL IN CHARGE, CONTRACTOR, AGENT, OWNER TO VERIFY COMPLIANCE WITH THIS REQUIREMENT.

4. When the initial review has been completed by all applicable departments, you will be contacted that corrections are ready for their review. The notification will also include conditions (hold items), outstanding fees, and school fee forms, if applicable.
5. After corrections have been completed by the Applicant, in the **resubmittal**, the documents need to be uploaded, with Permit prefix, permit number, naming convention and the revision number at the end, V2, V3, etc.

Example: NAME OF DOCUMENT-PERMIT NUMBER-V2

PLANS-CNBS2022-00000-V2

6. Once the Plans Examiner and all the reviewers approve the plans, the Land Use Tech will notify the Applicant of any outstanding conditions that will need to be met and remaining fees to be paid prior to issuing the permit
7. The Land Use Tech will email Construction Permit forms for applicant to sign and return. Once Construction Permit forms are returned the plans will be available for applicant to print and have available on the job site.

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PLEASE NOTE:

- Please submit a complete set of plans and supporting documents at initial submittal with the proper naming conventions. At **resubmittal** a complete set of plans with supporting documents with the proper naming conventions will also be required. Tricking in of documents is not accepted and can result with an additional round of corrections.
- Initial deposit does not constitute total building permit fees. Permit fees will be calculated by a Land Use Tech. Initial deposit will be applied against permit fees, and the balance of permit fees will be given at time of correction notification. For a fee estimate, please contact the Building Department at 805-781-5600.
- Please submit all the plans and documents at initial submittal and resubmittal

AFTER ISSUANCE PERMIT SUBMITTAL PROCEDURE:

1. Contact Land Use Tech and Plans Examiner for verification whether the permit qualifies for an “After Issuance Change”.
2. If an “After Issuance Change” is approved, Applicant to upload completed “Change Order Form” describing the changes to the plans.
3. Submit complete plans with above mentioned naming conventions with additional “After-Issuance” suffix, see examples below.

CBLD -Commercial Building Plans and documents to be labeled as the following:

- **Plans-After-Issuance**

Example: Plans-After-Issuance-CALT2023-000XX-V1

Include any supporting documentation, and a Change to an Issued Permit Form, BLD-1003, specifying what the change is to the original permit.

RENEW Photovoltaic Plans, Documents to be labeled as the following:

- **Photovoltaic Plans-After-Issuance**

Example: **Plans-After-Issuance-RENEW2023-00XXX-V1**

- **Cut sheets-After-Issuance**

Example: **-CUT SHEETS-After-Issuance-RENEW2023-000XX-V1**

GRAD Grading Building Plans – Documents to be labeled as the following:

- **Plans- After-Issuance**

Example: **Plans-After-Issuance-GRAD2023-000XX-V1**

4. Land Use Techs will inform the plans examiner and other applicable reviewers that plans have been uploaded and for them to review them. Plans examiner and other reviewers will stamp and approve plans once they have found them in compliance.
5. Land Use Tech will contact the applicant permits are ready to issue once revision fees are paid and signed Construction Permit forms are signed and uploaded. After receiving construction permit forms the Land Use Tech will make plans available for applicant to print.
6. Revised plans will need to be printed and be on jobsite for inspections.