



Construction Permit Submittal Requirements for Commercial Buildings

The following documentation is *required* to be submitted with each construction permit application unless it is verified by staff as not applicable. If any information is missing, the application *will be returned as incomplete* until all required materials are included with the submittal. If you have questions or want to verify the number of plan sets required, please call **805-781-5600** and ask for a Permit Technician.

Application Package must include:

Construction Permit Application Form
Title/Cover Sheet
Vicinity Map (directions to property)
Site Plan, Floor Plan & Roof Plan
Grading/Drainage
Mech/Elec/Plumbing
Supporting Documentation:
Manufacture's Specifications
Structural Plans & Calcs

1. Electronic Submittal

- One (1) upload of the plans listed below
- One (1) copy of each supporting documentation
- A complete Construction Permit Application

2. Paper Submittal (Minimum)

- Four (4) copies of the plans listed below (#___)
- Two (2) copies of each supporting documentation (#___)
- A complete Construction Permit Application

PLAN CONTENT DETAILS: The following is a list of extended project information expected on your paper or electronic plans. *All Plans Must Be Drawn to Scale*

☐ Title Page/Project Data:

- ☐ Street address / assessor parcel number
- ☐ Owner's name and address
- ☐ Scope of work statement- with all square footage (SF) by occupancy. *Building area as defined by CBC.*
- ☐ Building Analysis –
 - o Number of stories
 - o Building Height
 - o Square footage summary
- ☐ Occupancy Calcs
- ☐ Code Analysis
- ☐ Sheet Index
- ☐ Plumbing Fixture Analysis
- ☐ Wildland Urban Interface zone (WUI)
- ☐ Fire Plan Requirements
- ☐ Date on each sheet
- ☐ Designer/Arch or Eng Stamp
- ☐ List of Consultants & contact info.

☐ Site Plan:

- ☐ Property boundaries with corners & dimensions of parcel including fronting streets, alleyways.
- ☐ North Arrow, scale, and legend
- ☐ Setbacks, distance to property lines and other structures

- ☐ Proposed structure(s)
- ☐ All existing structures w/use and permit numbers
- ☐ Distances between well(s), septic tank, leach field and creeks, streams, rivers, or lakes
- ☐ Existing on-site trees
- ☐ Contours (2' min) or spot elevations
- ☐ Building footprint & Finished Floor Elevation
- ☐ Site utility locations: water & sewer lines, water tanks, septic lines, waterways and site drainage
- ☐ Driveways/parking areas dimensioned, with existing/proposed gravel or paving areas
- ☐ Impervious surface totals (*ie: hard surfaces such as driveways, rooftops, walkways etc.*)
- ☐ ADA Requirements: Parking, Path of travel, ramps, signage/markings, Opening clearances, etc.

☐ Grading / Civil:

- ☐ Existing & proposed contours
- ☐ Grading cross-section
- ☐ Amount of cut & fill (cubic yards)
- ☐ Area of site disturbance
- ☐ Grading notes
- ☐ Soil reports recommendations
- ☐ Septic system location and details
- ☐ Erosion control/ BMPs/ Stormwater/ LID
- ☐ Site drainage

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☐ **Architectural:**

- ☐ Existing & proposed floor plans showing function of each space, dimensions, life safety features showing code compliance.
- ☐ Room Dimensions w/ use of each room
- ☐ Window and Door Schedule- Showing window and door sizes, opening types (note if tempered) as well as location.
- ☐ Building sections, elevations, attic and floor ventilation calculations
 - ☐ Building height
 - ☐ vent sizes and types
- ☐ Roof Plan showing Roof Slope, Drainage & covering material (Gutters & downspouts)
- ☐ Wall covering material and/or fire separation requirements (1Hr, 2Hr etc)
- ☐ WUI Requirements (if applicable)
- ☐ ADA Requirements: Corridor / Circulation, doorways and threshold widths, counter heights, restrooms clearances, etc.

☐ **Mechanical:**

Brief description of equipment operations, controls and capacities.
HVAC Equipment Location, size, model and pipe size
Cooling, Heating, fan, Ventilation, and/or Exhaust equipment schedules
Duct sizing, access to HVAC and working clearances (*including information from ACCA Manuals D, J, & S*)
Title 24 Compliance
Hazardous exhaust system locations, design, penetrations, and duct construction

☐ **Electrical:**

Electric Service Size and Location of panel
Panel Schedules
Single Line Diagram
Show location of outlets, switches, lights
Locations of Smoke/CO Detectors, Fire Alarms, Security Devices and Exit Signs
Location of Communication Data
Provide Symbols/Annotation Key Legend
Title 24 (LTI, LTO- Indoor/Outdoor)
Special Testing, Special Equipment, Special Installation Methods and Safety Protocols
Available Fault Current (AIC)

☐ **Plumbing:**

Water Supply, Distribution, and/or Separation (between potable and non-potable)
Disinfection procedures for portable systems
Plumbing Fixture Analysis (*Includes lavatories, sinks, urinals, water closet, drinking fountains*)
Fixture locations, water piping and DWV sizing
Gas line locations and sizing as well as gas appliances served
Water heater location, size and model
Sewer connections with sizing and cleanouts

☐ **Health Department**

Cross Connection Protection Verification
Public Water System Approval
Food Service Facility Approval
Hazardous Materials/CUPA

☐ **Structural:**

- ☐ Foundation Plan showing footing size / Dimension
- ☐ Slab Details
- ☐ Footing reinforcement, including anchor bolt and hold-down placement
- ☐ Special soil concerns
- ☐ Floor & Roof framing with corresponding details
- ☐ Building sections
- ☐ Shear wall and diaphragm requirements
- ☐ Structural details and notes
- ☐ Details for foundation and framing Sections
- ☐ Special Inspection requirements
- ☐ Pre-Engineered Metal Building Plans/details

€ **Supporting Documentation**

- ☐ Structural Calculations with engineer's stamp- along with a valid expiration date
- ☐ Truss Plans & Calculations with structural engineer approval stamp or letter (*truss calculations will not be accepted as a deferred submittal*)
- ☐ Soils Report including percolation test, expansive index, and foundation recommendations ([Soils-Report-User-Guide.pdf \(ca.gov\)](#) see form **BLD-2023**)
- ☐ Energy compliance calculations/ Title 24
 - ☐ filed with CHEERS
- ☐ ACCA HVAC Loads/Equipment/Duct Sizing

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| <ul style="list-style-type: none">☐ APCD Sign-off (if Remodel or Demo)☐ Green Building Code Requirements☐ Pre-Engineered Metal Building Calculations☐ In Stormwater Management Area - Stormwater Control Plan,☐ Stormwater Control Plan Application, PCR Waiver Request Form☐ Equipment Manufacturer Specification Sheets☐ Will Serve/Continue to Serve letter from CSD☐ Fire Letter/Setback Waiver/AMM | <ul style="list-style-type: none">☐ Separate Permit Submittals<ul style="list-style-type: none">Fire Sprinkler Plans and calculations (application requires a complete set of plans and hydraulic calculations)<ul style="list-style-type: none">○ Note: ISSUED at the same timePhotovoltaic/Solar Plans and calculationsOWTS (Onsite wastewater system)<ul style="list-style-type: none">○ Note: Showing 200% ExpansionMajor or Minor Grading Plans |
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Applicant acknowledgement: I acknowledge that the above listed items are part of my submittal package and that my application may be rejected based on missing items.

Signature of Owner / Authorized Agent / Contractor

Date

Print Name of Owner / Authorized Agent / Contractor

Date