



DEVELOPMENT SERVICES DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

300 RICHARDS BOULEVARD
3RD FLOOR
SACRAMENTO, CA
95811

COVER SHEET PHASED PERMIT SUBMITTAL PROCESS

The City of Sacramento has established the Phased Permit Submittal Process as a courtesy to assist our commercial customers in obtaining their project goals. In lieu of a complete single building permit, the permit submittals can be issued in sequential phases as single individual permits or in various combinations. These phased permits are definitive portions of work that make up a complete building permit. Please note that the customer shall eventually submit a full building submittal that includes work covered under all of the previously issued phased permits, and any remaining information necessary to complete a full building permit submittal. This can be accomplished by inserting a copy of the previously approved phased drawings as “for reference only” sheets with the remaining drawings required for the full building permit.

The various types of permits available through the Phased Permit Submittal Process are outlined below. The attached documents provide a definition for the various permits and outline items required for each submittal. Please reference these documents for the scope of work and extents of construction for each phase listed.

- Rough Grading
- Finish Grading
- Underground Utilities
- Foundation
- Structural
- Partial Off-Site Improvements – Underground Utilities
- Full Off-Site
- Full Building (required)
- Phased Permit Submittal-Disclaimer Statement

With the diversity of projects submitted to the City of Sacramento, it should be understood that this phasing process may not be specifically suited to every project or projects with special requirements. Please contact the City of Sacramento for determination of any related fees for the partial permit submittal process and which fees are required to be collected prior to issuing any of these phased permits.



FINISH GRADING PERMIT

Finish Grading is defined as any land excavation or filling which conforms to the approved Finished Grading Plan. The Finished Grade is also the grade at the top of a paved surface. The term *Finished Grading* may be interchanged with the term *Precise Grading*.

Document Submittal List

1. Plans

a. General Information (Cover Sheet)

- Listing of current applicable codes
- Occupancy groups and type of construction, fire sprinkler requirements
- Total square footage of building(s)
- Description or Scope of Work

b. Civil Plans

- Submit a title sheet indicating Index to Drawings, Vicinity Map, Location Map and a List of Utility Representatives.
- Submit a topographic sheet based on the official City benchmark showing lot dimensions, property and easement lines, right-of-way (R.O.W.) limits, existing contour lines and utilities, building outline pad locations and finished floor elevations. Adjacent off-site topography shall also be shown to the extent necessary to determine the impacts to the surface drainage paths.
- Submit a dimensioned site plan showing building, parking lot with detailed parking striping and signage, driveways, type of pavement and base information, fire access route, disabled access route, planters, trash enclosure, etc.
- Submit a landscaped plan with parking lot shading compliance.
- Submit an Erosion and Sediment Control Plan that details the Best Management Practices used, their implementation and maintenance schedules.
- Submit a plan sheet listing all mitigation measures applicable to the scope of work being proposed.
- Show site access routes.

c. Fire Protection Plans

- Show the locations, widths and turning radii for the fire department access lanes being provided.

2. Calculations

- Irrigation Schedule and water calculations for landscape areas.
- Shading calculations.

3. Other Documents

- Submit a Soils Report which will affect how the Finished Grading is completed.
- Indicate if the parcel will be subdivided and if so, provide a subdivision map showing what provisions have been made to accommodate the proposed subdivision.
- Submit a Special Inspection Form for "Special Grading, Excavation and Filling" if required by the Soil Report or in accordance with Chapter 17 of the California Building Code.
- If a Rough Grading Permit was not issued, provide a Storm Water Pollution Prevention Plan if disturbed area is greater than one acre or if stated in the Conditions of Approval.





FOUNDATION PERMIT

Foundation is defined as that portion of the building or structure which serves as the basis for supporting the building or structure by distributing and transmitting the applied vertical and lateral loads (i.e. dead, live, seismic, wind, active and at-rest soil pressures, etc.) directly to the soil.

Document Submittal List

1. Plans

a. General Information (Cover Sheet)

- Listing of current applicable codes
- Occupancy groups and type of construction, fire sprinkler requirements
- Total square footage of building
- Description or Scope of Work

b. Civil Plans

- Submit a title sheet indicating Index to Drawings, Vicinity Map, Location Map and a List of Utility Representatives.
- Submit a site plan showing foundation layout, pile location, tie back and clearances to underground utilities.
- Submit a grading plan showing excavation limits, bottom and top elevation of excavation, temporary shoring plan and perimeter fencing.
- Submit a utility plan showing under slab sanitary building drainage, storm or groundwater drainage, electrical, etc. and their tie in points.
- Submit a plan sheet listing all mitigation measures applicable to the scope of work being proposed.
- Submit an Erosion and Sediment Control Plan.
- Show location of walls and site amenities.

c. Plumbing Plans

- If any plumbing work is involved, provide a plan showing the extent of the work involved for this permit application.
- If a Basement or Underground Parking is involved, show provisions for a subsoil drainage system; however, if the Basement or Parking is located in a combined sewer area no permanent foundation drainage is allowed.

d. Electrical Plans



- Submit an Electrical site plan showing the size and location of the grounding electrode.
 - Provide electrical service information required to the building.
 - e. Building Plans
 - Structural design criteria including seismic zone, wind speed and exposure, design code, soil bearing values and building structure floor and roof design live loads.
 - Submit the foundation plans showing the location, design and all details required for this portion of the work.
 - Submit all framing plans for all roof and floor levels above the foundation to determine the load path for all vertical and lateral load resisting elements. Designate these plans as “for reference only”.
 - f. Fire Protection Plans
 - If a fire sprinkler system is being provided, show the location, size of the riser and the point of connection to the building fire main previously approved in the Underground Utilities permit.
2. Calculations
- Submit the calculations for all portions of work that impact the foundation design including gravity and lateral systems. Provide all calculations for all foundation elements.
3. Other Documents
- Submit a Soils Report for the specific project site.
 - Submit Off-Site Improvement Plans to include shoring plans that may encroach into the City Right of Way.
 - Apply for a Revocable Permit for shoring work in the City Right of Way.
 - Submit a Special Inspection Form if required.





FULL BUILDING PERMIT

Full Building is defined as the overall work involved for the construction of a building. This is not a phased process and the plans would include all the work involved with the construction of a building and its parcel. The work involved would include Civil, Landscape, Site, Architectural, Structural, Mechanical, Plumbing, Electrical and Fire Protection Plans.

Document Submittal List

1. Building (Structural)

a. Plans

- Structural design criteria including seismic zone, wind speed and exposure, design code, soil bearing values and building structure floor and roof design live loads
- Submit Site Plans showing building locations, pad heights and locations of utilities
- Complete scaled structural drawings including but limited to the following items:
 - Roof framing plan and associated details
 - Floor framing plan and associated details
 - Foundation plan and associated details
 - Building Section
 - Building Details
 - Concrete tilt up wall panel reinforcing details and connection details.
 - Frame elevations and connection details
 - Specific details for the out-of-plane anchorage of all CMU and concrete wall elements including continuity ties and subdiaphragm detailing
 - Typical connection and framing details as required

b. Calculations

- Complete structural design calculations for the vertical and lateral systems including but not limited to the following items:
 - All framing members, beams, headers, bearing wall designs, columns, posts, base plates and building foundations
 - All lateral elements including diaphragms, chord and collector elements, shear walls or frame designs, holddowns, footings and all lateral connections.
 - Complete out-of-plane anchorage calculations including ties from concrete or masonry walls to supporting diaphragms and continuity ties, and subdiaphragm designs and detailing.



- c. Other Documents
 - Soil report for the specific project site
 - Submit a Special Inspection Form if required
 - Submit the Conditions of Approval
- 2. Life Safety
 - a. Plans
 - Cover sheet with the following information:
 - Building construction type
 - Occupancy group and occupant load for all rooms
 - Number of stories
 - Building square footage including all covered areas
 - Allowable area analysis
 - Provide material safety data sheets (MSDS) when applicable. Provide all quantities, type of container, and location in which each material will be stored or used.
 - Pertinent design codes for all disciplines
 - Proposed deferred submittal items
 - Site plan with set back distance from property line and site details including accessible parking and path of travel from public way or parking stall to the main entrance of the building.
 - For a Medical Facility, determine if the project will require a review to OSHPD 3 requirements. If so, provide this review requirement on the front cover of the Architectural Plan.
 - Complete scaled Architectural drawings including but not limited to the following items:
 - Fully dimensioned floor plans with a clearly identified use of each area and associated details
 - Reflected ceiling plans and associated details
 - Exterior building elevations and interior wall elevations
 - Roof plan and associated details
 - Door and window schedules
 - Building sections
 - Building details
 - All rated assemblies and approved listings
 - Accessibility notes and details
 - Accessible restroom plans and details
 - Egress plan
- 3. Plumbing
 - a. Plans
 - The Plumbing plans shall bare the stamp of a California licensed Architect, or a California licensed Engineer, or the information of a licensed Plumbing Contractor, or the information of the Building or Business Owner who will be in responsible



charge of the project. All plans shall be signed by the individual in responsible charge of the project.

- Water sizing calculations per Chapter 6 or Appendix A have been provided, on the plans, for plan check review with a maximum street pressure of 40 psi.
- Gas line sizing information has been provided, on the plans, for projects involving gas appliances.
- All gas capacities have been clearly shown on the plans along with the developed length.
- Isometric drawings have been provided for Buildings with 3 stories or more.
- Plans clearly show all plumbing lines with sizes. (Domestic Hot and Cold Water, Waste, Vent and Gas)
- For Restaurants, show locations of grease trap/interceptor.
- If projects involve a new roof with a parapet, show projected roof areas, roof drainage system, slopes of pipes and sizes based on 3 in./hr. rainfall rate. Also show the type of overflow that will be used.
- For a Medical Facility, determine if the project will require a review to OSHPD 3 requirements. If so, provide this review requirement on the front cover of the Architectural Plan.
- Provide material safety data sheets (MSDS) when applicable. Provide all quantities, type of container, and location in which each material will be stored or used.
- For Industrial Facilities, provide a narrative, on the plans, summarizing the operations of the specific facility.
- For projects requiring new utility services, Property lines shall be clearly shown on the Civil and/or Plumbing plans.
- Plans clearly show all required easements, if utilities cross property lines or if the waste line connects to County Sanitation (CSD-1). City sanitation or private easements are clearly identified. If CSD-1, a separate submittal is to be made to them for their approval.
- Show size and locations of taps for water and waste lines on the onsite Civil plans.
- Show firestopping details for penetrations of rated assemblies on the plans.

b. Other Documents

- Submit the manufacturer's data and listing information for all cooking equipment. This is to include physical dimensions, BTU/electrical demand, etc., and the appropriate model number is to be indicated.

4. Mechanical

a. Plans

- The Mechanical plans shall bare the stamp of a California licensed Architect, or a California licensed Mechanical Engineer, or the information of a licensed Mechanical Contractor, or the information of the Building or Business Owner who will be in responsible charge of the project. All plans shall be signed by the individual in responsible charge of the project.
- The plans clearly show the extent of the new HVAC work.



- For Restaurants, plans shall show the grease exhaust and make-up air systems along with a list of all the manufacturers' kitchen equipment information.
 - For Restaurants, plans from the Kitchen consultant have been submitted. These plans shall also include Kitchen Hood drawings if this equipment will be used.
 - For a Medical Facility, determine if this facility will require a review to OSHPD 3 requirements. If so, provide this review requirement on the front cover of the Architectural Plan.
 - Provide material safety data sheets (MSDS) when applicable. Provide all quantities, type of container, and location in which each material will be stored or used.
 - For Industrial Facilities, provide a narrative, on the plans, summarizing the operations of the facilities.
 - Refrigeration Machinery Room – ventilation design, if required.
 - Firestopping details for penetrations of rated assemblies are provided.
 - b. Calculations
 - Envelope and Mechanical Title-24 Calculations have been submitted.
 - Refrigeration Machinery Room – ventilation calculations.
 - c. Other Documents
 - Submit manufacturers kitchen equipment information
5. Electrical
- a. Plans
 - The Electrical plans shall bare the stamp of a California licensed Architect, or a California licensed Engineer, or the information of a licensed Electrical Contractor, or the information of the Building or Business Owner who will be in responsible charge of the project. All plans shall be signed by the individual in responsible charge of the project.
 - 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.
 - Main service size (one line diagram)
 - 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 and type: transformer grounds



- 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:
 - Voltage & ampere ratings
 - Phase and wire no. (3 or 4 wire)
 - Breaker or fuse sizes
 - Main Circuit Breaker (M.C.B.) or Main Lugs Only (M.L.O.)
 - AIC rating (service, panel boards, etc.)
 - Loads of each circuit
 - Panel total load

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

- b. Calculations
 - Provide Title 24 Energy Documents
- c. Other Documents
 - Provide SMUD Commitment Letter

6. Fire Protection

a. Plans

- Water Supply Test (Required at time of formal plan submittal)
- Indicate on Architectural Cover Sheet the amount of required fire flow required by CFC appendix III-A and the required number of hydrants per unadjusted amount of fire flow per CFC appendix III-B and the Sacramento City Code. Submit Fire Sprinkler and/or Fire Alarm plans unless deferred.
- Submit plans showing path of Fire Department access to the building with turning radius and curb identification.
- Show location of existing and new fire hydrants that are used to provide the required fire flow.
- Submit underground fire water piping plan with size and type of pipe used.
- Submit plans showing underground details, including thrust blocks, slab penetrations, footing penetrations, fire department connection(s), and vault and valve details. Submit Fire Sprinkler and/or Fire Alarm plans unless deferred.
- Submit plans showing path of Fire Department access to the building with turning radius and curb identification.
- Show location of existing and new fire hydrants that are used to provide the required fire flow.
- Submit underground fire water piping plan with size and type of pipe used.
- Submit plans showing underground details, including thrust blocks, slab penetrations, footing penetrations, fire department connection(s), and vault and valve details.
- Indicate the location and operation of all new and existing fences and gates.
- Show location of Fire Department Control Room
- Submit a plan showing or indicating the quantities, storage arrangements, size of container and type of container for all hazardous, flammable and combustible materials



- High piled storage plans shall include:
 - Draft curtains
 - Heat/Smoke vents
 - Hose Lines
 - Fire Department Access Doors
 - Commodity Classifications.
 - Rack and/or pile configuration including flue spaces and aisle widths
 - Existing Fire sprinkler design (if applicable)
- Show Location of Fire Alarm Control Panel (FACP)
- Indicate on the plans the electrical circuit that will be used to provide power to FACP.

b. Calculations

- Submit Fire Flow hydraulic calculations
- Submit Fire Sprinkler and Fire Alarm Calculations.

c. Other Documents

- Backflow device pressure graph.
- Material Safety Data Sheets for all hazardous, flammable, and combustible materials.
- Submit Manufacturers submittal sheets.
- Provide a copy of the Conditions of Approval

6. Site

a. Plans

- Submit a plan showing Lot dimension parcel and property lines. (1:20 scale)
- Provide a building footprint with dimension to property lines.
- Show location of driveways, off-street parking, and employee parking.
- Provide Building Elevations.
- Provide irrigation schedule and water calculations on the plans.
- Submit Landscape Plan w/parking lot shading compliance

b. Other Documents

- All mandatory requirements and conditions of Planning, Design Review and/or Historic Preservation

7. Utilities

a. Plans

- Clearly defined property line
- Civil Plans
 - 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.
 - 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.



- 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.
 - 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 connection.
 - Erosion and Sediment Control Plan with Standard Erosion Sediment Control Notes, location of BMPs selected, details of BMO and maintenance schedule (if pavement is greater than 1000 square feet) See www.sacstormwater.org.
 - Pavement plan with curb details.
- b. Calculations
- 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)
- c. Other Documents
- Stormwater Pollution Prevention Plan (SWPPP), certified by the owner or owner's authorized representative (if total disturbed area is greater than 1 acre, or if stated in the Conditions of Approval).
 - Provide a water supply test.
 - Provide a copy of the Conditions of Approval
8. Development Engineering
- a. Plans
- Submit On-Site Civil Plans
 - Plans shall be based on City Bench Mark
 - Limits of Right-of-Way
 - Show locations of Water Taps, Sewer Taps, Storm Drain Taps
 - Show Driveway Locations
 - Title sheet shall have a minimum of the following information: project location, sheet index, legend, bench mark, signature block, general notes, site map and street names
 - Title sheet w/vicinity map, street names
 - Provide Existing & Proposed Elevation for proposed roadway improvements
 - Provide Existing Civil Improvements on opposite side of street that would prohibit site access
 - Provide all existing & proposed site access points
 - Conditions of approval require the design and construction of major civil improvements or the extent of anticipated work in the City right-of-way warrants the submittal of off-site improvement plans. These plans must be submitted on City of Sacramento standard sheets.



- All plans and specifications for improvements, both public and private, which are to be accepted for maintenance by the City, including private on-site drainage and grading, shall be prepared by a consulting engineer or design engineer of the appropriate branch of engineering. (i.e. Civil, Electrical, etc.)
- b. Other Documents
 - Conditions of Approval From: City Council, Planning Commission, Zoning Administration, Design Review.
 - Copy of application submitted for Certificate of Compliance for Lot Line Adjustment
 - If conditions of approval require a reciprocal access agreement, provide a copy of recorded document.
 - Provide documentation that grants this project permission to utilize city property.





FULL OFF-SITE PLANS

Full Off-Site is defined as the construction drawings required to construct full public improvements within the public right-of-way. These plans are required to be submitted directly to Development Engineering (previously Public Works). Do not include the off-site plans with the on-site submittal package.

Document Submittal List

1. Civil Sheets (All sheets to use City of Sacramento title block)
 - Submit a title sheet with standard General Notes, Index to Sheets, Vicinity Map, Location Map, a List of Utility Representatives and official bench mark information
 - Submit a detail sheet showing proposed and existing street cross sections; pavement, sidewalk and base information; existing and proposed ground lines, right-of-way or easement lines, center lines and dimension of cross sections, access ramp and driveway details.
 - Submit a plan sheet showing limits of street and sidewalk improvements, right-of-way, access ramp improvements, center line station and ties, new or existing driveways, existing and proposed grades and all existing culverts.
 - Submit a profile sheet showing proposed or existing center line grades, flow line and top of curb grades.
 - Submit an underground plan and profile sheet detailing existing and proposed utilities, storm drain lines, and sewer lines with all utility crossings.
 - Submit a water sheet detailing water main extension, service connections, list of quantities and General Water Note.
 - Submit an Erosion and Sediment Control Plan detailing Best Management Practices Used, their implementation and maintenance schedules.
 - Submit a landscaping plan detailing proposed trees, shrubberies and irrigation plans.
 - Submit an electrical plan detailing location of conduit layouts, single line diagrams and detail of street lighting standards.
 - Submit a street striping plan detailing existing and proposed striping, pedestrian crossings, median layouts, turn lanes and signage requirements.
 - Submit a traffic signal plan.
2. Calculations
 - Supporting calculation for street structural section
 - A seepage study, if required



- Water Study
- Drainage Study
- Sewer Study
- 3. Other Documents
 - A soil report with R value
 - An approved and signed set of Conditions of Approval
 - Mitigation Monitoring Plan
 - Engineers estimate
 - Plan check fees
 - Intersection Improvement Report, if signal modification is proposed





PARTIAL OFF-SITE IMPROVEMENTS – UNDERGROUND UTILITIES

Partial Off-Site Improvements – Underground Utilities is defined as the construction drawings required to construct only underground utilities including the installation of Gas, Sanitary Sewer, Domestic Water, Landscape Water, Storm Drain, Electrical and Fire Systems within the public right-of-way. Provide information for both on-site and off-site requirements.

Document Submittal List

1. Civil Sheets (All sheets to use City of Sacramento title block)
 - Submit a title sheet with standard General Notes, Index to Sheets, Vicinity Map, Location Map, a List of Utility Representatives and official bench mark information
 - Submit an underground plan and profile sheet detailing existing and proposed utilities, storm drain lines, and sewer lines with all utility crossings.
 - Submit a water sheet detailing water main extension, service connections, list of quantities and General Water Note.
 - Submit an Erosion and Sediment Control Plan detailing Best Management Practices Used, their implementation and maintenance schedules.
2. Calculations
 - Water Study
 - Drainage Study
 - Sewer Study
3. Other Documents
 - A soil report with R value
 - An approved and signed set of Conditions of Approval
 - Mitigation Monitoring Plan
 - Engineers estimate
 - Plan check fees

From: Ed Short
To: Chase, Bob
Date: 6/13/2008 7:38 AM
Subject: Phased (partial) permit info--for Brady Smith, LPA
Attachments: Underground Utilities.DOC; Cover Sheet - Phased Permit Submittal Process.DOC; Finish Grading Permit.DOC; Foundation Permit.DOC; Full Building Permit.DOC; Full Off Site Plans.DOC; Partial Off Site Improvements - Underground Utilities.DOC; Phased Permit Submittal Disclaimer Statement.DOC; Rough Grading.DOC; Structural Permit.DOC; Ed Short.vcf

Reply requested when convenient

Bob would these documents work for Brady Smith, LPA? The other documents that we discussed were in draft form and the changes I believe are on your set. Do you have a copy of the redline notes so that I can update the draft version, only if you want to send out the other version vs these old versions--attached. Please advise. Thanks.

Ed Short, P.E.
Supervising Engineer
City of Sacramento Development Services Department
Desk: (916) 808-8859
Cell: (916) 591-6850



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CITY OF SACRAMENTO
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PHASED PERMIT SUBMITTAL DISCLAIMER STATEMENT

The City of Sacramento has established the Phased Permit Submittal Process as a courtesy to assist our commercial customers in obtaining their project goals. This disclaimer serves as a notice that the customer shall proceed at their own risk. This courtesy does not relieve the customer of any plan review requirements that occur at any phase.

The Owner and the Design Team shall be responsible for the coordination, design and preparation of construction documents that have accurate information for complete reviews between the different phases. All work that is required to resolve any discrepancies that occur in the submittal documents between the different permit phases shall be the responsibility of the Owner and the Design Team. The City of Sacramento shall not be responsible for any errors, omissions, or the lack of coordination between the different Phased Permit Submittal Processes.

I, the undersigned, have read, understand and agree to the terms and conditions listed above.

Applicant Signature

Date

From: William Thomas
To: Bob Chase; Carl Hefner
CC: Willie Harris
Date: 4/7/2008 2:49 PM
Subject: Re: Phased Permit Submittal Information

Bob,

I am curious as to the status of the "permit menu" that Robert is referring to below. This is great work that we wanted to complete into a marketable product for client use. Do you have the information Robert completed? Please provide me a status.

Thanks
BT

>>> Robert Hurtado 4/7/2008 2:36 PM >>>

Hello Bill,

Hope you are doing fine.

Just thought I would check up on the documents that I helped prepare for the submittal of projects when phasing will be involved. I have heard nothing about this in a while.

Take care,
Robert Hurtado



ROUGH GRADING

Rough Grading is defined as the initial disturbing of the top soil to clear the area of weeds & shrubs. This process involves any land excavation or filling or combination thereof to which the grading approximately conforms to the approved plan. Other terms used for this work include *Contour Grading* or *Mass Grading*.

Document Submittal List

1. Civil Plans

- Submit a title sheet indicating Index to Drawings, Vicinity Map, Location Map and a List of Utility Representatives.
- Submit a topographic sheet based on the official City benchmark showing lot dimensions, property and easement lines, right-of-way (R.O.W.) limits, existing contour lines and utilities. Adjacent off-site topography shall also be shown to the extent necessary to determine the impacts to the surface drainage paths.
- Submit a grading plan showing existing and proposed elevations with cross sections showing existing and proposed ground lines, fences, walls, R.O.W., drainage arrows, footing and clearance to utilities.
- Submit an Erosion and Sediment Control Plan that details the Best Management Practices used, their implementation and maintenance schedules.
- Submit a plan sheet listing all mitigation measures applicable to the grading work.
- Plan submittal shall include lot dimensions showing the whole parcel and property lines.
- Show site access routes.

2. Calculations

- Submit a Drainage Study and supporting calculations.

3. Other Documents

- Storm Water Pollution Prevention Plan if disturbed area is greater than one acre or if stated in the Conditions of Approval
- Soil report
- Any supporting documents, proof required by the Mitigation Monitoring Plan
- Grading Agreement if within Habitat Conservation Plan Area
- Biological survey conducted within 30 days if within Habitat Conservation Plan Area
- Submit a Special Inspection Form for "Special Grading, Excavation and Filling" if required.



STRUCTURAL PERMIT

Structural is associated with those members, elements, and their assemblies whose primary purpose is to support or transmit all applied vertical and lateral loads (i.e. dead, live, seismic, wind, active and at-rest soil pressures, etc.) as defined in Chapter 16 of the California Building Code.

Document Submittal List

1. Plan Requirements

- Structural design criteria including seismic zone, wind speed and exposure, design code, soil bearing values and building structure floor and roof design live loads.
- Submit Site Plans showing building locations, pad heights and locations of utilities.
- Submit Architectural plans indicating type of construction, building location relative to property lines and easements, rated wall assembly locations, room layouts and designations and all material specifications for determination of building dead and live loads. Show all shaft penetration and opening locations on the drawings.
- Provide Mechanical, Plumbing and Electrical drawings as required to show all underground piping and all penetrations at roof and floor levels. Also provide drawings to delineate all supported equipment locations, weights and support details.
- Complete scaled structural drawings including but not limited to the following items:
 - Roof framing plan and associated details.
 - Floor framing plan and associated details.
 - Foundation plan and associated details. If the Foundation Permit has previously been issued, provide the approved plans and note them as "for reference only".
 - Building sections.
 - Building details.
 - Concrete tilt up wall panel reinforcing details and connection details (if applicable).
 - Frame elevations and connection details.
 - Specific details for the out-of-plane anchorage of all CMU and concrete wall elements including continuity ties and subdiaphragm detailing.
 - Typical connection and framing details as required.

2. Calculations

- Complete structural design calculations for the vertical and lateral systems including but not limited to the following items:

- All framing members, beams, headers, bearing wall designs, columns, posts, base plates and building foundations.
- All lateral elements including diaphragms, chord and collector elements, shear walls or frame designs, holddowns, footings and all lateral connections.
- Complete out-of-plane anchorage calculations including ties from concrete or masonry walls to supporting diaphragms and continuity ties, and subdiaphragm designs and detailing.

3. Other Documents

- Soil report for the specific project site.
- Submit a Special Inspection Form if required.
- Submit the Conditions of Approval



UNDERGROUND UTILITIES

Underground Utilities is defined as the On-Site work involved with the installation of the Gas, Sanitary Sewer, Domestic Water, Landscape Water, Storm Drain, Electrical and Fire Service Systems for a parcel.

Document Submittal List

1. General Information (Cover Sheet)

- Listing of current applicable codes
- Occupancy groups and type of construction, fire sprinkler requirements
- Total square footage of building(s)
- Description or Scope of Work

2. Civil Plans

- Submit a title sheet indicating Index to Drawings, Vicinity Map, Location Map and a List of Utility Representatives.
- Submit a topographic sheet based on the official City benchmark showing lot dimensions, property and easement lines, right-of-way (R.O.W.) limits, existing contour lines and utilities, building outline pad locations and finished floor elevations. Adjacent off-site topography shall also be shown to the extent necessary to determine the impacts to the surface drainage paths.
- Submit sanitary sewer drainage plans with slope/length/size information, invert and rim elevations of drop inlets and manholes, pipe material and bedding information.
- Submit a utility plan showing on-site fire, domestic water system with Standard General Water Notes, service connections, meters, RP assemblies and details. Also, show irrigation point of connection and off-site fire hydrants.
- Submit a storm water drainage system for the parcel.
- Submit a site plan showing building and parking lot outline and fire access route.
- Submit an Erosion and Sediment Control Plan that details the Best Management Practices used, their implementation and maintenance schedules
- Submit a plan sheet listing all mitigation measures applicable to the scope of work being proposed



3. Plumbing Plans
 - Submit Plumbing plans showing underground sanitary sewer, domestic water and gas distribution systems. Show pipe sizes, slopes and invert elevations where applicable. Provide calculations used to support the pipe sizes shown on the plans.
4. Electrical Plans
 - Submit Electrical site plans showing the location of the underground electrical service. Provide electrical service load calculations, on the plan, used to support the electrical service size.
 - Provide complete electrical one line diagrams.
 - Provide a detail for all light standards.
5. Fire Protection Plans
 - Show the locations, widths and turning radii for the fire department access lanes being provided.
 - Show the locations, sizes and type of pipe for fire service mains, hydrants, fire department connections, backflow preventers and other fire appurtenances.
 - Provide details for the restraint of fire service mains.
6. Calculations
 - Drainage study, overland flow map and supporting calculations
 - Provide a fire flow analysis to determine the required water flow for fire protection. The analysis shall show the fire area of the proposed buildings, the types of building construction, the minimum required fire flow and flow duration based on total fire area of the building and allowable reductions in the required fire flow for buildings equipped with automatic sprinkler systems. The analysis shall show the minimum number of fire hydrants that will be required and the spacing requirements.
 - Provide hydraulic calculations showing that the minimum required fire flow is available from the public and/or on-site water supply systems as applicable. The water supply available at the city water service and the on-site water supply systems must be able to provide the required fire flow as determined in the fire flow analysis. Include current water supply test data for the city water supply at the proposed building locations with your hydraulic calculations.
7. Other Documents
 - Water Supply Test
 - SMUD Commitment Letter

