

New Buildings and Additions Submittal Checklist (Commercial)

The following items shall be provided when plans are submitted to the Building Divisions 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.

Applicant		Items	City Staff	
Yes	No		Yes	No

Zoning /Land Use Approval from the Planning Division:

		Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via the <i>Planning Referral Sheet (PR)</i> or an appropriate <i>Planning Exemption Checklist</i> .		
		Plans associated with PR sheets which have the <u>Not Required</u> check box checked in the <i>Plan Check Required</i> area of the PR sheet must bear a planning approval stamp on the construction plans being submitted to building.		

Environmental Health Department Submission –contact number 916-874-6010

		<p>If the proposed use for the new building, addition or addition and remodel involves any of the following uses a receipt for project submission to Environmental Health is required with your application.</p> <ul style="list-style-type: none"> • The retailing or distribution of food to the public. This includes the following <ul style="list-style-type: none"> ○ Catering facilities; ○ Church kitchens or food areas; ○ Food Banks, Soup Kitchens or shelters providing or distributing food; ○ Food retailers: supermarkets, convenience stores, restaurants, delicatessens or similar uses. ○ Cottage Food Operations selling food made at home. • Body Art facilities (contact number 916-875-8440) providing tattooing, Permanent Cosmetics, Piercing, or branding. • Facilities involving Public Pools and/or Spas, Wading Pools and Spray Grounds. 		
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Minimum size and scale requirements:

		No less than 24" x 36"		
		Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than 1/4"=1'		

Minimum number of paper sets for routing and review if Electronic Plan Check is not used*:

		Nine complete sets of plans (Routed to: Building (4), Fire, Utilities, Development Engineering, Landscape and Planning) Plus one 11" x 17" Min. set which only includes a site and floor plan (provided for: County Assessor). Note: projects with a valuation \$1M and over must submit plans via EPC.		
		<p>When the scope of your project necessitates the following documents two set are required:</p> <ul style="list-style-type: none"> • Structural Calculation • Soils Reports (required for all subdivisions) • Truss Calculations • Fire Sprinkler Calculations • Water Supply Test 		

Required Basic Construction Plan Features:

		Cover Sheet including: Address of subject property; Vicinity Map; North Arrow; Cross Streets; Assessor's Parcel Number (APN); Sheet Index including every included sheet; Detailed description of work to be covered by the building permit; Complete Code Analysis including an Area Analysis, breakdown of sq. ft. per occupancy group/Use(s) and construction type, separated/non-separated designation (mixed use) ; display of parcels zoning designation and acreage; declaration of State and Local Building Codes & Cycle to which the plans are compliant; Declaration of any Deferred portions of work.		
		General Information on Each Sheet shall include: Project Name; Address; licensed professional's signed stamp, and phone number; Fire Deferral Overhead (Additional information to be included on each plan sheet for each discipline is identified below.		

*See the Electronic Plan Check (EPC) Submittal Checklist (CDD-0316) and the Electronic Plan Check (EPC) Building Permit Submittal Requirements documents for details about the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review. **Note: projects with a valuation \$1M and over must submit plans via EPC.**

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 – Plan Set Requirements

	Floor Plan		
	Single line and/or isometric drawings showing location, material, size, fixture units and lengths of: <ul style="list-style-type: none"> • Drains, wastes • Overflow pans • Vents, sewers • Roof drains sized for 3" rainfall per hour • Water lines, floor sinks, condensate lines • Water sizing calculations • Required number of plumbing fixtures per table- C.P.C. 		

Mechanical – Plan Set Requirements

	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. Structural calculations are required unless the equipment meets exceptions per ASCE 7-16.		
	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: <ul style="list-style-type: none"> • Provide construction details of rated shafts • Provide CFM calculations, locations, type & size of hood, duct & equipment • Provide CFM of exhaust and makeup air • Type of fire suppression equipment • 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: <ul style="list-style-type: none"> • Light Fixture Schedule, include description type and fixture loads • Lighting layout, switching and circuitry identification • Receptacle equipment layout and circuitry • Equipment schedule 		
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		<ul style="list-style-type: none"> 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. 		
		<p>Single Line Drawing Plans shall include</p> <ul style="list-style-type: none"> 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 		
		<p>Load Calculations</p> <ul style="list-style-type: none"> Complete NEC calculations based on sq. ft. and with actual loads, include 125% for continuous loads and add 25% of largest motor 		
		<p>Complete Panel Schedules:</p> <ul style="list-style-type: none"> 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 		
		Provide Title 24 Energy Documents		
		Note: All new or upgraded services require a commitment letter from SMUD.		

Fire – Plan Set Requirements

		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		

Site or Plot – Plan Set Requirements

		Lot dimension showing whole parcel and property lines		
		Building footprint with dimension to property lines and unloading zones (detail)		

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		Provide dimensions for all new and/or existing improvements (planters, sidewalks, parking and maneuvering, etc.)		
		Parking analysis		
		Parking layout showing accessible parking spaces, disabled path of travel, electrical vehicle parking, carpool/vanpool parking from public right-of-way to main building		
		Provide signage details for disabled access		
		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 Set Requirements:

New commercial construction projects with landscaping shall comply with 2019 Green Code section 5.304. Design must comply with the Prescriptive measures in Appendix D of City Code Section 15.92, or the California Department of Water Resources MWELO, whichever is most stringent.

		Completed Application for Prescriptive Compliance Option (Checklist) with Water Efficient Landscape Requirements App. D (Form CDD-0323) signed by Project Applicant and Licensed Landscape Architect.		
		Landscape plans documenting elements of the Appendix D Checklist. Signed and stamped by Licensed Landscape Architect		

Performance Compliance Method

		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		
		Water efficient landscape worksheet (Appendix B of City Code 15.92) with all required information and calculations		

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)		
		Storm water 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		

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		<ol style="list-style-type: none"> 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. ft.). See www.sacstormwater.org. 7. Pavement plan with curb details 		
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Food Equipment –Plan Set Requirements

		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.		

Development Engineering – Plan Set Requirements

A separate submittal to Development Engineering is required when the scope of your project includes items listed below. Authorization for these scopes of work is given by the Development Engineering section of the Public Works Department. If Off-Site Improvement Plans are required, these plans shall be submitted concurrently with any new and/or existing development or improvements. (Please provide a copy of the Planning Referral (PR) sheet, and any associated “Conditions of Approval” from Planning Department).

		<p>Encroachment Permits:</p> <ul style="list-style-type: none"> • 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 		
		<p>Mapping:</p> <ul style="list-style-type: none"> • Lot Line Adjustment • Lot Mergers • Lot Splits • Tentative Subdivision Map • Tentative Parcel Map 		

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		<ul style="list-style-type: none"> • Master Tentative Map 		
		Revocable Permits <ul style="list-style-type: none"> • Awning • Bike Racks • Flag Pole • Door Swinging into Right-of Way • Monitoring Wells • Banners • Roof Drains/Sidewalk 		
		Tentative Improvement/Existing Projects <ul style="list-style-type: none"> • 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) 		
		Entitlements (New or Existing) <ul style="list-style-type: none"> • Special Permit for Drive-Through • Request to Add Drive-Thru • Major Project – 30,000 Sq. Ft. or greater • General / Community Plan Amendment • Rezone 		

Miscellaneous Items Required Prior to Permit Issuance:

		Owner/Builder Form (legal document)		
		Current Certificate of Workers' Compensation		
		Air Quality		
		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		
		Copy of Environmental Health Department approved plans (916) 875-8440		
		Fees paid		

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