



COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

BUILDING INSPECTION MINIMUM REQUIREMENTS

Plans drawn to 1/4" = 1'-0" scale on 18" x 24" min. sized paper and of sufficient clarity to indicate the nature and extent of the work. Building designs must meet current codes (2019 California Building, Residential, Electrical, Mechanical, Plumbing, Green Building Standards and Energy). A full plan submittal is required for all work, including the FULL scope of ALL work that is proposed. This checklist will assist you with the permit application, but is not meant to be all-inclusive, and not all of the items noted may be required. Please contact our office for more information.

Provide Architectural, Mechanical, Electrical and Plumbing Drawings (3 sets):

- Provide complete [Site \(plot\) Plan](#) showing the following:
 - ◆ Outline of entire property (all property lines included), include North arrow.
 - ◆ Building setbacks (all proposed and new) from all property lines-front, rear, and sides.
 - ◆ Adjacent public or private streets/roads and all easements (nature and location).
 - ◆ All structures (indicate size, location and use for both existing and proposed).
 - ◆ Location, species, drip lines and trunk diameters of all trees near any proposed improvements.
- Provide **Floor Plan(s)** and **Roof Plan**:
 - ◆ Indicate use and show dimensions of all rooms. Include all exterior decks, landings and stairs.
 - ◆ Show all interior & exterior walls with locations and sizes of all doors and windows. Indicate whether all interior walls are finished.
 - ◆ Show locations of HVAC unit, registers and return air.
 - ◆ Electrical outlets, lights, switches, smoke detectors, electrical panels & amperage.
 - ◆ Plumbing fixtures (water heaters, toilets, showers, bathtubs, sinks, etc.).
 - ◆ Appliances (dishwashers, garbage disposal, clothes washer/dryer, oven, stove top, range, etc.).
- Show all **Elevations (views)**:
 - ◆ Show all sides of subject structure (label existing and proposed front, rear, side, etc.).
 - ◆ Show building height in feet, include roof pitch and roof and exterior materials.
 - ◆ Provide building cross section(s) as necessary.

[Title 24 Energy Compliance](#) forms and calculations:

- If HERS Verification is required, must submit registered watermarked copies of report.
- All compliance measures must be incorporated into the plans.

[Cal Green Compliance](#):

- Submit compliance documentation, schedule and check lists showing compliance for new construction, and addition or alterations which increase condition area, volume or size. This includes water conserving fixtures for construction to pre 1/1/1994 structures. It also includes your **Debris Recovery plan & report**.
- All compliance measures must be incorporated into the plans.

Structural: Required drawings, calculations and document submittals:

- Provide structural calculations (2 sets) and drawings (3 sets) stamped and signed by a California licensed civil/structural engineer or architect. When design is based upon conventional construction requirements of the California Residential Code (CRC), calculations are not required, and drawings need not be stamped and signed by an engineer or architect.
- Provide **Foundation Plan**. Show the locations of all foundations, retaining walls, slab-on-grade, shear walls/braced panels and hold downs, vents, under floor access and Ufer ground.
- **Soil report (2 copies) may be required**. Please contact our office for further information.
- Provide **Floor Framing and Roof Framing Plans**.

- ◆ Show locations, sizes, spacings and material types/grades of all floor and roof framing members.
 - ◆ Pre-manufactured floor framing/roof trusses (if used) should be clearly located on plans. Submit 2 sets of floor and /or roof truss calculations and drawings bearing the stamp and signature of a California licensed civil or structural engineer for County review prior to installation. The building's engineer-of-record should review this prior to submittal.
 - ◆ Show floor, wall, and roof sheathing thicknesses and structural grades. Include locations and lengths of all shear walls/ braced panels.
 - Provide adequate details to represent the structure. Some requirements are given below:
 - ◆ Foundation details showing dimensions, embedment in soil, reinforcing, sill plate and anchor bolts.
 - ◆ Roof/floor to shear wall/braced panel connections, include specifications and Fastener/nailling schedules.
- Complete the [Special Inspection Form](#)**
- Plans must be approved and stamped by the Sanitary District serving the property.**
- Properties with septic systems require [Contra Costa County Environmental Health](#) stamp (925) 692-2500.
- All Restaurants** & buildings with food preparation for public sales require Environmental Health approval.
- School District Fee Receipt:**
- Specific school districts levy a fee on all new dwellings and additions greater than 499 square feet. A receipt from the school district is required prior to permit issuance.
- Plans must be approved by Planning** located at our Application and Permit Center, 30 Muir Rd, Martinez CA 94553 or call (925) 655-2700 for information. If your project is located within the incorporated cities of Clayton (925) 673-7340, Lafayette (925)284-1976, Moraga (925) 888-7040, Orinda (925) 253-4210, or Hercules (510) 799-8200, you will need to get approval from the respective City's Planning Department.
- Permit to construct in the flood plain or Encroachment permit** from the [Public Works Department](#) at the Application and Permit Center, 30 Muir Rd, Martinez, CA 94553 (925) 655-2856.
- Provide drainage plan for projects when required per County Municipal Code section 74-6.012.
- Provide Storm Water Control Plan** per C.3.i requirements.
- For projects that create or replace 2,500sq ft. or more impervious surface.
 - Project Data Form and Checklist must be completed.
 - Projects more than 10,000 sq.ft. require more comprehensive plan.
- Grading Permit** may be required per County Municipal Code section 716-4.202.
- If a grading permit is required, the following is a partial list of items to be included:
 - ◆ Site plan showing topography with 2 feet contours and showing all buildings/structures in this property and adjacent properties affected by the proposed work.
 - ◆ A vicinity map and boundary lines showing the site and including a detailed drainage plan.
 - ◆ Cut and fill import and export quantities.
- Fire District Approval** – Project may need to comply with local fire district ordinance, county ordinance, building codes, etc., for sprinklers, access and plan check. Prior to building permit submittal, check with applicable Fire District for additional requirements.
- Survey Letter** from a licensed surveyor or civil engineer at the "Foundation Forms" inspection for all new residences, additions and misc. structures, stating "Structure is placed according to approved plans".

CHECKING YOUR BUILDING OR PLANNING PERMIT STATUS IS EASY, JUST GO TO:

<https://epermits.cccounty.us/CitizenAccess/>.

(No Registration required to [look up](#) permit information.)

Contra Costa County Department of Conservation and Development <https://cccounty.us/dcd>

Application and Permit Center-30 Muir Rd., Martinez, CA 94553 - 925-655-2700, FAX 925-655-2744

Building and Planning Staff are available 8:00 a.m. to 5:00 p.m. Monday thru Thursday and 7:30 a.m. to 4:00 p.m. on Friday

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