



COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

BUILDING INSPECTION MINIMUM REQUIREMENTS

Plans drawn to 1/4" = 1'-0" scale on 24"x36" min. sized paper and of sufficient clarity to indicate the nature and extent of the work. Building designs must meet current California Building, Electrical, Mechanical, Plumbing, Green Building Standards and Energy codes. A full plan submittal is required for all work. Outlined below are the common plans and documents required to review a proposed new commercial or industrial building. This is not intended as a complete list. Other types of plans and documents may be required depending on your project.

Architectural, Civil, Landscape Architectural, Structural, Mechanical, Electrical and Plumbing Drawings, stamped and signed by a licensed California design professional are required as needed.

A. **COVER SHEET** - Include these items:

- a. Preparer's Name, Title and Registration (if applicable), Address, Phone Number
- b. Project Name, Address, Assessor Parcel Number; Legal Property Owner's Name, Address, Phone Number
- c. Scope of Work identifying all work proposed under this permit
- d. Occupancy Groups Classification (e.g., B) and Type of Construction (e.g., Type VB)
- e. Allowable Building Area Calculations
- f. Gross Area Per Floor and Building Height
- g. Index of Drawings/Plans and Scale used for drawings and details
- h. Applicable Codes and Editions e.g., 2019 CBC, CMC, CPC, CEC & Energy Efficiency Standards

B. **SITE OR PLOT PLAN** - Drawn to scale with these items:

- a. Full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, and Street Name/s
- b. Building Footprint and Roof Line with all projections and dimensions to property lines
- c. Small Vicinity Map including North Arrow
- d. Any recorded Easements and Visible Utilities (meters for electric, gas, and water)
- e. Parking Layout, Driveway Locations and Sidewalk Design (fully detail disabled accessibility features)
- f. Show location of existing fire hydrants within 500 feet of project
- g. Detail Exit Door locations with accessible Path of Travel
- h. Location, species, drip lines and trunk diameters of all trees near any proposed improvements

C. **DRAINAGE PLAN**: A drainage plan may be required per County Municipal Code section 716-4.202.

D. **LANDSCAPING PLAN**

- a. Accessory Structures, Walkways, Swimming Pools, Decks, etc., including disabled Accessibility features

E. **ARCHITECTURAL PLANS**

- a. Architectural Floor plans with unit/suite or building plans fully detailed and dimensioned
- b. Accessibility Features fully detailed and dimensioned
- c. Exit Locations, Paths, and Lighting
- d. Exterior Elevations
- e. Cross Section(s) as needed
- f. Window Schedule: List sizes and types (detail safety glazing locations)
- g. Door Schedule: List sizes and types (detail fire ratings, hardware, closers & thresholds)
- h. Flashing: Vertical & Vertical to Horizontal Junctures of Materials
- i. Roof: Eaves, Overhangs, Rake, and Gables

- j. Handrails, Guardrails, and Support Details
 - k. Include all Fire related construction on plan. Include details of Fire Assembly Numbers and Sections
 - l. Detail all Fire Penetrations & Openings including Assembly Numbers
 - m. Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
 - n. Stairway Rise and Run, Framing, Attachment, and Dimensions of Members
 - o. Finish Schedule with Flame Spread Ratings
 - p. Provide Details of all Features and Fixtures in compliance with California Building Code
 - q. Disabled Accessibility Standard (Chapter 11A or 11B)
- F. STRUCTURAL PLANS
- a. All design data required per section 1603 including floor and roof dead and live loads, wind and seismic design data, and geotechnical design data
 - b. Foundation, Structural Floor and Roof plans fully annotated and stamped and signed
 - c. Structural details as required. All important connections for both gravity framing and the lateral load resisting systems should be clearly explained with details and/or cross sections
 - d. Structural Material Specifications
 - e. Structural Calculations for both gravity and lateral systems, stamped and signed
- G. GEOTECHNICAL REPORT as applicable
- a. New commercial or industrial buildings require a stamped and signed geotechnical report. Significant additions or remodels to existing structures may require a report. The building's engineer-of-record should review this prior to submittal.
- H. [Title 24 ENERGY COMPLIANCE](#) forms and calculations:
- a. If HERS Verification is required, must submit registered watermarked copies of report.
 - b. All compliance measures must be incorporated into the plans.
- I. [CAL GREEN](#) COMPLIANCE:
- a. 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.
 - b. All compliance measures must be incorporated into the plans.
- J. SURVEY LETTER: A stamped, signed letter is required from a licensed surveyor or civil engineer at the "Foundation Forms" inspection for all new structures stating, "Structure is placed according to the approved plans".

OTHER JURISDICTION REQUIREMENTS

- K. [PLANNING](#) APPROVAL: County planning approval is required, 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.
- L. SANITARY DISTRICT APPROVAL: Plans must be approved and stamped by the Sanitary District serving the property.
- M. ENVIRONMENTAL HEALTH APPROVAL: Restaurants & buildings offering food prepared for public sale require Environmental Health approval.
- N. SCHOOL DISTRICT FEE RECEIPT: Specific school districts levy a fee on new construction exceeding 499 square feet. A receipt is required prior to permit issuance.
- O. [PUBLIC WORKS](#) APPROVAL is needed for an Encroachment permit or to construct in a flood plain. Call (925) 655-2856 for more information.
 - a. [STORM WATER CONTROL](#): C3 Storm Water Control is required for:

- i. Projects that create or replace 2,500sq ft. or more impervious surface. Project Data Form and Checklist must be completed.
 - ii. Projects more than 10,000 sq.ft. require a more comprehensive plan.
- P. A 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:
 - a. Site plan showing topography with 2 feet contours and showing all buildings/structures in this property and adjacent properties affected by the proposed work.
 - b. A vicinity map and boundary lines showing the site and including a detailed drainage plan.
 - c. Cut and fill import and export quantities.
- Q. FIRE DISTRICT APPROVAL is required for all commercial and industrial buildings.

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.)