

- I. Two complete sets of plans are required to be submitted (3 if Planning review required) for plan review and comment. Planning staff should review the project prior to building permit submittal. When required by the State Business and Professions Code, plans shall be stamped and signed by a California-licensed architect or registered engineer. Structural and energy calculations may also be required. (These requirements are applicable to B & M Occupancies).
- II. The following information shall appear on the first or title sheet of the drawings:
 - A. **Applicable Codes:** 2007 California Building with local amendments, 2007 California Plumbing, 2007 California Mechanical Code, and 2007 California Electrical Code
 - B. **Building Code Data:** Existing and proposed Occupancy Group and use(s);
Type of Construction, including fire sprinklers;
Floor area of improved space and area per Occupancy Group/Type of Construction.
- III. Submittal Documents Shall Include:
 - A. **Plot Plan:**
 1. Legal description or AP number; address including unit number; and business name.
 2. Locate all existing buildings, structures and proposed additions.
 3. Identify location of improved tenant space.
 4. Use of adjacent tenant spaces.
 - B. **Floor Plan:** (Chapters 3 & 5)
 1. Fully dimensioned site and floor plans showing existing and proposed features and all structural work.
 2. Use of spaces and location of all walls, doors and description of fixed equipment.
 3. Exits (number, width, door hardware/schedule, exit signage) and Occupant Load. (Ch 10)
 4. All existing and proposed fire rated systems, walls and rated openings.
 5. For increased floor area, justification of the Allowable Area may be required. (Ch. 5)
 - C. **Corridor Section:** (Sec. 1017)
 1. Construction for one-hour fire-rated assemblies (if applicable).
 - D. **Wall Sections and Other Construction Details:**
 1. Framing materials, height, insulation, finishes, support connections at top and bottom.
 - E. **Suspended Ceiling and Soffits:** (Sec. 2506.2.1)
 1. Suspend ceiling plan – ceiling heights and finishes.
 2. Gravity and lateral support.
 3. Details of soffit framing.
 - F. **Energy Compliance:** (California Energy Regulations)
 1. Modifications to envelope – energy calcs required – copy ENV-1 forms onto plans.
 2. Additional lighting load – energy calcs required – copy LTG-1 forms onto plans.
 3. Additional HVAC equipment – energy calcs required – copy MECH-1 forms onto plans.
 4. Note or describe all Mandatory features.
 - G. **Show Disabled Access Compliance For:** (Chapter 11B)
 1. Area of improvement. All new work and applicable existing conditions must be made accessible. (Sec. 1134B)
 2. Primary path of travel to a building entrance and to the remodeled area.
 3. Existing and proposed disabled parking including van-accessible and path of travel to building entrance.
 4. Sanitary facilities, drinking fountains, and public telephones serving the remodeled area.
 - H. **Plumbing, Mechanical, and Electrical:**
 1. Detailed plans may not be required. Show all existing and proposed plumbing, mechanical and electrical fixtures. See Building Department questionnaire to determine if a plan or plan check is required.
- IV. Additional agencies requirements (Fire, Health) may impact your project. A list of such agencies, including contact information is available at the Building Department counter. **Please allow sufficient time for processing your plans with these agencies.**