



TENANT IMPROVEMENTS & COMMERCIAL BUILDINGS NEW/ADDITIONS/ALTERATIONS Information Sheet

All plans submitted must be drawn by a licensed design professional

**Purpose: Document Submittal List for Commercial structures
New/ Additions/Alterations**

General Information: Building Permits are required for any modifications, repairs, and additions to an existing structure. Review turnaround time is fifteen (15) business days for the first review cycle and ten (10) working days for all subsequent review cycles.

APPLICABLE CODES AS OF JANUARY 1, 2017

- 2016 California Building Code (CBC)
- 2016 California Plumbing Code (CPC)
- 2016 California Mechanical Code (CMC)
- 2016 California Electrical Code (CEC)
- 2016 California Green Building Standards (CALGreen)
- 2016 California Energy Code (Title 24)
- San Pablo Municipal Ordinance Code

1. Document Submittal List

- A. Drawings (4) sets of:
- Plot Plan/Site Plan
 - Architectural Plan - Floor Plan
Roof Plan
Exterior Elevations
Interior Elevations

13831 San Pablo Avenue, Building 3 • San Pablo, CA 94806
Main: 510-215-3030 • Fax: 510-215-3014
www.SanPabloCA.gov

- Structural (2) sets - Foundation Plan
Floor Framing Plan
Roof Ceiling Plan
Truss Information
Cross Sections
Structural Framing Details & Notes

- HVAC Plan
- Electrical Plan
- Plumbing Plan
- CALGreen Mandatory Measures Plan Sheet

B. Calculations (2) sets of:

- Structural Calculations (if applicable)
- Energy Calculations & Forms (Title 24 Part 6)

C. Other Documents

- Building Permit Application
- Owner/Builder Form (if applicable)
- Statement of Storm Water Pollution Prevention
- CALGreen Construction & Demolition Debris Recycling

2. Information to be Included on Documents

A. Plot Plan

- Lot dimensions
- Building footprint with all projections and dimensions to property lines
- Set-back dimensions & North Arrow
- Easement(s)
- Parking lot layout, path of travel from accessible parking space to front door.
- Existing and proposed grading plan, topographic plan drawn to 1'-0" contours
- Fence location and height
- Location of all existing and proposed structures
- Design professional to sign all documents
- Name, title, address, and contact phone number of design professional
- Address of property and name, address, contact phone number of property owner
- Scale for all drawings
- Cover Sheet Information:
 1. Applicable codes and editions
 2. Description and scope of work
 3. Occupancy and type of construction
 4. Fire sprinklers
 5. Gross area by floor(s) and building height
 6. Index of drawings
 7. Special Hazard Zones: Flood Zone

B. Architectural and Structural Plans

- Structural roof, floor framing and foundation plans
- Architectural floor plan(s) including adjoining rooms with complete dimensions
- Exterior elevations
- Structural material specifications
- Structural and architectural details

- Truss configuration and locations
- Typical cross section in each direction
- Soil reports (if applicable)
- Special Inspection Testing Agreement (If applicable)
- Accessible restrooms

C. HVAC, Plumbing, and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Under floor duct location and layout
- Outlets, fixtures, switches, lights, smoke alarms, carbon monoxide alarms, main panels and sub-panels with size and location
- Provide single line diagram for service panels equal to or larger than 400 amps
- Clearly identify existing and proposed equipment

D. Title 24 Energy Requirements

- Forms require signatures
- Plan Check form

E. Construction Details

- Footing, piers, and grade beams
- Post and girder connections
- Roof: eaves, overhangs, rakes, and gables framing
- Floor changes/framing (i.e. wood to concrete)
- Handrail(s) and guard(s) with support
- Structural wall sections with details at foundation, floor and roof levels
- Stairway rise and run, framing, attachment, and dimensions of members

F. Prefabricated Trusses (may be deferred)

- Roof framing plan with truss identification number and manufacturer's Name
- Detail of all truss splices, connections, and plate sizes
- Show all trusses including gable bracing and bridge
- Calculations need to be stamped/reviewed by individual responsible for design of structure
- Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan

G. Separate Plans & Permits Required for the Following Types of Work

- Automatic fire sprinklers and fire alarm systems
- Accessory structures proposed on the plot plan
- Structure demolition
- Encroachment of public right of way

H. Other Documents

- CALGreen Construction & Demolition Debris Recycling
- Building Permit Application
- Business License Application

Note: This is not a complete Plan Review list of all required submittals; additional information may be required after initial plan review.