

- I. Three complete sets of plans are required to be submitted, when required by the State Business and Profession Code, shall be wet-stamped and signed by a California-licensed architect or –registered engineer.
- II. The following items shall appear on the first sheet of the drawings:
  - A. **Applicable codes:** 2001 California Building with local amendments, 2001 California Plumbing, 2001 California Mechanical Codes, and 1999 National Electrical Code
  - B. **Building code data:** Existing and proposed group occupancy(ies) and use(s);  
Type(s) of construction, including fire sprinklers;  
Floor area per occupancy group/type of construction.
- III. Plans shall consist of:
  - A. **Vicinity Map (with directional arrow)**
  - B. **Project Description**
  - C. **Site Plan:**
    1. Legal description or AP number
    2. Indicate property lines, easements, existing and proposed drainage
    3. Existing buildings on site and distances to property lines
    4. Location of proposed work and distance to property line
    5. Use of adjacent spaces
  - D. **Floor Plan:**
    1. Fully dimensioned
    2. Use of spaces proposed and existing
    3. Exits (number, width, door hardware, signage)
    4. Location of all walls, doors, fixed equipment
    5. Area and/or occupation separation walls
    6. Fire-resistive occupancy
  - E. **Corridor Section:**
    1. Construction for one-hour fire-rated assemblies
  - F. **Wall Sections:**
    1. Framing, height, insulation, finishes, support connections at top and bottom
  - G. **Foundation:**
    1. Section drawings
    2. Details of construction
    3. Size and placement of reinforcing steel
    4. Anchor bolt size and location
    5. Depth of footings
    6. Special deputy inspections (if applicable)
  - H. **Suspended Ceiling & Soffits:**
    1. Suspend ceiling plan – ceiling heights and finishes
    2. Gravity and lateral support
    3. Details of soffit framing
  - I. **Zoning Approval:**
    1. Obtain Zoning Exemption
    2. Provide LUP conditions of approval on each plan set (if applicable)
  - J. **Supporting Documents (2 sets):**
    1. Structural calculations (if applicable)
    2. Soils report (if applicable)

**K. Energy Compliance (2 sets):**

1. Modifications to envelope – calculations required – blueprint ENV-1 forms onto plans
2. Additional lighting load – calculations required – blueprint LTG-1 forms onto plans
3. Additional HVAC equipment – calculations required – blueprint MECH-1 forms onto plans
4. Mandatory features

**L. Disabled Access Compliance:**

1. Area of improvement
2. Primary path of travel to a primary building entrance and to the remodeled area
3. Sanitary facilities, drinking fountains, and public telephones serving the remodeled area

**M. Grading (if applicable):**

1. Grading plan showing existing and proposed contours, amount of cut or fill, and topography in 5 ft. increments
2. Projects scheduled to begin between November 1<sup>st</sup> and April 15<sup>th</sup> (rainy season) shall be accompanied by an erosion control plan
3. Landscape plan provided by a licensed landscape architect

**N. Plumbing:**

1. Isometric or schematic diagram with pipe size and type (gas, water, drain waste, vent, etc.)
2. Calculations for gas and water piping
3. Size and location of roof drains and overflows
4. Location of all plumbing fixtures
5. Make and model number for water closets and shower control valves
6. Type and location of all backflow devices, backwater valves, grease traps/interceptors, and chemical interceptors
7. Fire sprinklers shall be under separate permit

**O. Mechanical:**

1. Show and describe all HVAC equipment
2. Size and details of support for equipment and ducting
3. Location of existing and proposed supply and return air registers and all required smoke/fire dampers
4. Cross sectional drawings, specifications, and calculations for new commercial hoods
5. Fire suppression systems for hoods shall be under separate permit

**P. Electrical:**

1. E-sheets must contain a statement describing the scope of work
2. Single line diagram of existing and proposed service distribution equipment, grounding systems, panel circuit schedules, and total load calculations
3. Floor plan that identifies the locations of main and sub-panels, motors, equipment, outlets, switches, fixtures, exit lighting, and all power apparatus.
4. Fire alarm systems shall be under separate permit

IV. Outside agencies may impact your project. A list of such agencies, including the contact person and their telephone number is available at the Building Department counter. **Allow sufficient time for processing your plans through these agencies.**