

New Buildings Plan Submittal Checklist

REFERENCE

2016 California Building Code

Clear, complete plans enable quicker permit issuance and inspections. Staff at the Permit Center will help you to understand what kinds of plans and documents your project may require.

Learn about your permit service options by reading our bulletin [How to Get a Building Permit](#).

We'll answer your questions about permits.

Contestaremos sus preguntas referente a permisos en Español.

Chúng tôi sẽ trả lời thắc mắc về giấy phép của quý vị bằng tiếng Việt.

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Outlined below are the common plans and documents that the Building Division requires in order 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.

A. PLANS - TYPICAL REQUIREMENTS

- Number of sets to submit: 4 (If Hazmat is involved, 5 sets will be required)
- Minimum plan sheet size: 24" X 36"
- Each plan sheet must be signed by the plan preparer. Business and Professions Code 5536.2
- Documents prepared by an architect shall bear his/her stamp with renewal date written or date printed over the stamp. Architects Practice Act
- Documents prepared by an engineer shall bear his/her stamp or seal and wet signature with date on at least the Cover Sheet, Title Sheet, or Signature Sheet 16 CCR 411

B. CALCULATIONS

- Number of sets required: 2
- Preparer, Architect or Engineer is to sign and stamp all documents
- Structural Calculations (vertical and lateral loads)
- Title 24 Energy Calculations and Forms

C. OTHER DOCUMENTS

Number of sets to submit: 2

Depending on the project, other documents or plans may be required. Examples include:

- Soils Report & Geologic Hazard Study if in a Geologic Hazard Zone
- Hazardous Material Inventory List, listing types and quantities fo chemicals stored on site
- Demolition of Structures on Site
- Specifcations

TYPICAL PLAN SETS INCLUDE:

A-1 COVER SHEET - Include these items:

1. Preparer's Name, Title and Registration (if applicable), Address, Phone Number
2. Project Name, Address, Assessor Parcel Number; Legal Property Owner's Name, Address, Phone Number
3. Scope of Work identifying all work proposed under this permit
4. Occupancy Groups Classification (e.g., R3 and U) and Type of Construction (e.g., Type VB)
5. Allowable Area Calculations
6. Gross Area Per Floor and Building Height
7. Index of Drawings/Plans and Scale used for drawings and details
8. Applicable Codes and Editions e.g., 2016 CBC, CMC, CPC, CEC & Energy Efficiency Standards

A-2 PLOT PLAN - Drawn to scale and include these items:

9. Show full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, and Street Name/s.
10. Show Building Footprint and Roof Line with all projections and dimensions to property lines.
11. Show small Vicinity Map including North Arrow.
12. Show any recorded Easements and Visible Utilities (meters for electric, gas, and water).
13. Parking Layout, Driveway Locations and Sidewalk Design (fully detail disabled accessibility features)
14. Show location of existing fire hydrants within 500 feet of project
15. Detail Exit Door locations

NOTES

Plans can be combined for simple buildings if clarity is maintained.

Additional information may be required after plan review.

Review and approval by other departments and agencies may be required.

A-3 GRADING AND DRAINAGE PLANS

- 16. Existing and Proposed Grading Plans detailing tops and toes of slopes
- 17. Pad Elevations and Ground Slope Drainage Scheme and Topographic drawn to 5'-0 Contours
- 18. Retaining Walls and Drainage Systems, existing and proposed

A-4 LANDSCAPING PLAN

- 19. Accessory Structures, Walkways, Swimming Pools, Decks, etc., Including disabled accessibility features

A-5 ARCHITECTURAL PLANS

- 20. Architectural Floor plans with unit/suite and building plans
- 21. Disabled Accessibility Features Fully Detailed and Dimensioned
- 22. Exist Locations, Paths, and Lighting
- 23. Exterior Elevations
- 24. Window Schedule: List sizes and types (detail safety glazing locations)
- 25. Door Schedule: List sizes and types (detail fire ratings, hardware, closers & thresholds)
- 26. Flashing: Vertical & Vertical to Horizontal Junctures of Materials
- 27. Roof: Eaves, Overhangs, Rake, and Gables
- 28. Handrails, Guardrails, and Support Details
- 29. Details of Fire Separation with Assembly Number and Section
- 30. Detail all Fire Penetrations & Openings including Assembly Numbers
- 31. Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
- 32. Stairway Rise and Run, Framing, Attachment, and Dimensions of Members
- 33. Finish Schedule with Flame Spread Ratings
- 34. Provide Details of all Features and Fixtures in compliance with the State Building Code
- 35. Disabled Accessibility Standard (Chapter 11A or 11B)

A-6 STRUCTURAL PLANS

- 36. Foundation and Structural Floor plans
- 37. Roof Framing plan
- 38. Structural Material Specifications
- 39. Typical Cross Sections in each direction
- 40. Calculations and Details
- 41. Ceiling Details with Bracing and Support Details

A-7 DETAIL SHEETS as applicable—all details and sections should cross reference.

- 42. Footings, Piers, and Grade Beams
- 43. Post and Girder Intersections
- 44. Structural Sections with Details at Foundation, Floor and Roof Levels
- 45. Shear Transfer Details and Holdown Bolt Details

A-8 PREFAB TRUSSES

- 46. Roof Framing Plan with Truss ID No's. for each building
- 47. Specify Truss Manufacturer on the Drawings
- 48. Details of Truss Splices, Connections, Plate Sizes and Hangers
- 49. Truss Plans and Details to be Stamped and Signed by Truss Design Engineer
- 50. Truss Plans and Layout, Reviewed and Stamped "No Exception Taken" by Building Design Engineer/Architect

A-9 PLUMBING

- 51. Site Utility Plan and Sizing Calculations
- 52. Waste and Vent Plan and Sizing Calculations
- 53. Water Piping Sizing Calculations

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54. Kitchen Plan for Commercial Kitchens
55. Roof Drain Plan and Sizing Calculations
56. Condensate Drain Plan & Hydronics Piping Plan
57. Chemical Waste & Piping Plan (requires Water Pollution Control & Hazmat approvals)
A-10 MECHANICAL
58. HVAC Plan (Location, size, duct layout, smoke/fire dampers)
59. Environmental and Product Conveying Duct Plan
60. Gas Piping and Sizing Calculations
61. Kitchen Plan for commercial kitchens and Santa Clara County Health Department approval
A-11 ELECTRICAL
62. Load Calculations and Panel Schedule
63. 2. One Line Diagram, include Wire & Conduit sizes
64. 3. Reflected Ceiling Lighting Plan (Including Exit Lighting as applicable)
ENERGY REQUIREMENTS
65. Form ENV-1, MECH-1, LTG-1 & LTG-2 with all required signatures on documentation
66. Backup Forms and all Calculations
67. List of Mandatory Features, and print ENV-1, MECH-1, LTG-1 & LTG-2 on drawings

OTHER DOCUMENTS OR PERMITS

Depending on the project, other documents or plans may be required, such as:

- Storage Racks with storage level over 8 feet tall requiring a permit. Provide calculations and details.
- High Piled Storage Areas (commodities as regulated by the Fire Code)
- Automatic Fire Sprinklers, Smoke Detection Systems, and Fire Alarm Systems
- Hazmat including: Flammable Liquid Storage Areas, Compressed Gases, etc.
- Spray Booths
- Additional Grading Plans and Permits maybe required
- Demolition of Structures on Site