



**BUILDING & SAFETY PLAN SUBMITTAL STANDARDS
COMMERCIAL – INTERIOR ALTERATIONS**

(Application: Existing building with no change of area footprint.)

NOTE: DUE TO SITE SPECIFIC CONDITIONS, ADDITIONAL INFORMATION MAY BE REQUIRED.

- _____ **Title Sheet Information:** Provide project address, Assessor's Parcel Number (APN), scope of work, proposed project square footage, current applicable California Building Code(s), occupancy group and division, type of construction, fire sprinkler requirements, special inspection(s) requirements, name and contact information of associated professionals for this project.
- _____ **Site Plan:** Provide vicinity map, parcel footprint, street(s) identification. Provide existing and proposed use of structures, existing structure(s) dimensions to: property lines, other existing structures **and** to existing or proposed slopes (if applicable). Provide location of utility services (water, sewer, septic gas, LPG, electrical), finish floor elevation, earth contours, drainage flow, tree(s) locations (whether specimen is native or non-native, if applicable), utility and road access easements, existing or proposed parking stall locations, site accessibility features, North arrow, plan scale (example: 1/8" = 1'-0").
- _____ **Foundation Plan:** Provide proposed dimensioned foundation plan, dimensioned detail of existing and proposed footing(s) with size and placement of reinforcement, provide proposed slab thickness and reinforcement, specify vapor barrier or equivalent, specify size and placement of structural anchors and hold-downs, provide size, type and spacing of floor joists or sleepers.
- _____ **Floor Plan:** Provide dimensioned floor plan, existing and proposed room(s) use, dimensioned interior wall partitions, location, type and configuration of existing and proposed doors and windows. Provide existing and proposed locations of required exits, exit lights, disabled accessibility features and construction detail reference symbols.
- _____ **Framing Plan:** Provide size, grade and configuration of existing or proposed roof rafters, ceiling joists, door and window headers, shear walls, beams and drag load details. Specify zone nailing if required. Provide size, grade and configuration of floor joists, girders, rim joists (with blocking detail) and columns. Specify type of connections.
- _____ **Exterior Elevations:** Provide elevations that detail vertical dimensions of existing or proposed wall(s), projections, door(s) and window(s). Specify architectural features, existing or proposed wall and roof material finishes and ventilation locations.
- _____ **Building Sections:** Provide dimensioned full-height and width "cross-cut" building sections with room identification. Specify fire resistive wall assemblies and construction details.
- _____ **Schedules:** *Windows:* specify size, configuration, type of glazing, window type (e.g. casement, single hung etc.). *Doors:* specify size, type, fire-rating if applicable, type of hardware (e.g. self-closer, lever handles, etc.) *Walls and Ceilings:* specify finish materials and coatings. *Shear Walls:* specify plywood type **and** thickness, nailing pattern **and** size of fasteners, size of sills **and** edge framing, sill nailing pattern **and** size of fasteners.
- _____ **Mechanical Plan:** Provide location, size and type of HVAC registers and equipment, size and layout of duct system, exhaust fans, equipment specifications and schedules.
- _____ **Plumbing Plan:** Provide location, size and type of proposed plumbing fixtures and appliances. Provide size and type of water supply, DWV system, gas piping plan (isometric drawing required when multi story) and water conservation notes.
- _____ **Electrical Plan:** Provide location and type of existing and proposed light fixtures, switches, outlets, single-line wire diagram, panel(s) with load schedule, distribution and main panels with ampere rating.
- _____ **Energy conservation:** Provide location and type of insulation, current compliance documentation and mandatory features.
- _____ **Structural:** Address proposed foundation design and vertical and lateral loads, if required. Provide wet stamped and signed structural calculations by a California licensed architect or engineer.
- _____ **Disabled Access:** Demonstrate compliance with the California Building Code accessibility regulations.

REMARKS: _____

