



**BUILDING INSPECTION DEPARTMENT  
SUBMITTAL CHECKLIST FOR NEW COMMERCIAL CONSTRUCTION**

- Seven (7) sets of plans for each structure or address to include the following information on 24"x 36" professional drawing paper with wet stamp and signature:
  - General information: include project location on a vicinity map, Assessor Parcel Number, Existing Tree Locations, building uses, building area, etc.
  - Plot plan, including property line locations, site layout, and all dimensions to property lines.
  - Grading Plan
- Site Improvement
  - Parking layout, including accessible parking space and accessible route.
  - All Utility Locations; including:
    - Sanitary Sewer, Storm Drain, Electrical, Telephone, Cable, etc.
  - Street Tree Plot Plan coordinated with Underground Utilities.
  - Fire Hydrant Locations.
  - Landscape, Street Lights, and Irrigation Plan
- Architectural Plan(Stamped and signed by the Architect of record)
  - Roof Plan
  - Floor Plan
  - Details for screening of any roof mounted mechanical equipment.
  - Exterior Elevations
- Structural Plan (Stamped and signed by Structural Engineer of record)
  - Foundation Plan
  - Floor Framing Plan
  - Roof Framing Plan
  - Wall Framing Plan
  - Cross-Sections and Details
- Plumbing Plan
- Provide a List of Sewer Fixture Units.
- Mechanical Plan
- Electrical Plan
- Fire Department Requirements
  - Fire Extinguisher Locations
  - Fire Alarm Control Panel Location
  - Fire Sprinkler Riser Location
  - Existing & New Fire Sprinkler Head Locations to Maintain Coverage
  - Specified Fire Hydrant Locations and Mains
- Title 24 Energy Compliance and Mandatory Features on Plan
- Two (2) Sets of the Following:
  - Soils Report
  - Structural Calculations
  - Title 24 Energy Calculations and Compliance Forms
- A Letter from the Soil Engineer certifying that the Foundation Design is in conformance with the Soils Report.

