Plan Submittal Checklist for New Commercial, Industrial Buildings and Additions

Purpose
This handout summarizes the requirements for a complete plan submittal for new commercial and industrial buildings, including additions to those existing buildings. Current code regulations require building permits when buildings or structures are constructed, altered, repaired, moved, converted or demolished before commencing any work.

Plan Requirements

Quantity

- Seven (7) complete plans (minimum of two wet-stamped and signed)
- Two (2) sets of structural calculations (wet-stamped and signed)
- Three (3) sets of geotechnical reports; a signed letter of foundation design review
- Two (2) sets of signed Part 6 energy report calculations (envelope, lighting and mechanical)
- Two (2) sets of manufactured truss calculations (wet-signed and stamped); truss-review letter signed by engineer of record (as applicable)
- Two (2) sets of specifications (as applicable)
- Complete Hazmat & Air Pollution Survey
- Complete Material Safety Data Sheet (MSDS) – required for all proposed hazardous materials
- Complete Special Inspection & Testing Agreement Forms (as applicable)
- Two (2) cost estimates for work in the City R/W
- Two (2) cost estimates for work onsite 5-ft of the building footprint

- Complete Building Permit Application form and plan check fee paid upon submittal of plans

All plans, reports and calculations shall be submitted directly to the Building Unit counter. Building staff will distribute the project to related divisions for plan check review.

Only plans prepared by a California licensed professional (architect or engineer) will be acceptable for new commercial projects.

Civil site plans must be stamped and signed by a registered civil engineer upon approval.

Additional Requirements
Applicants shall make separate submittals directly to other local utility companies and county agencies as applicable.

- APCD (Air Pollution Control District)
- YCHD (Yolo County Health Department)
- SRCSD (Sacramento Regional County Sanitation District)

Minimum Plan Requirements

Size
Plans shall be drawn to scale, fully dimensioned and legible on minimum 18-in x 24-in, 24-in x 36-in, and maximum 30-in x 42-in sheets. (Maximum 24-in x 36-in for civil and landscape plans).

Information

COVER / TITLE SHEET
- Legal City issued job address including suite / unit number(s) as appropriate; Assessor’s Parcel Number (APN); Sheet Index
- Vicinity Map
- FEMA Flood Zone designation; Panel Number
- Names, addresses, phone numbers of building owner, contractor and design professional(s); title and registration information
- Number of parking spaces required and provided, including percentage of compact spaces provided, if applicable
- Written job description; current applicable codes; type of construction; occupancy classification(s); if installing fire sprinkler system; itemized building square footage areas; list of deferred submittals
- Zoning; land use on adjoining property; planning entitlements and conditions of approval; Cal Environmental Quality Act (CEQA) mitigation measures
- Special Construction (Chapter 31) listed
- All CALGreen mandatory measures method and verification

**PLOT OR SITE PLAN**
- Drawn accurately to standard engineering scale
- North arrow
- Lot and building location (including building walls on adjoining properties within 10-ft of the subject property); setback distances to other buildings, property lines; easements; R/W lines
- Ditches and other surface water on the premises and within 100-ft in any direction
- Utility lines and connection points (water, sewer, electrical, gas, cable, fire hydrants, septic/well) on the property and within all adjacent easements and R/W's
- Adjoining streets; driveways; parking areas (show all marked spaces and loading zones); R/W identifications
- Existing trees with drip lines (show size and species); trees to be removed
- Site lighting; wattage calculations
- Patios; walkways; existing / proposed sidewalks
- Fencing; bollards; barriers; theme / retaining / sound walls (specify materials and height)
- Refuse collection areas; associated recycling access areas
- Signage and striping locations (if proposed)
- Topography depicting spot elevations at top of curb / crown of street adjacent to property
- Proposed pad; finished floor elevations
- Exterior disabled access path of travel from public way to main building entrances and throughout buildings; disabled parking stalls; signage; curb-ramps
- Model Water Efficiency Landscape Ordinance (MWELO) information

**FLOOR PLAN**
- Dimensioned floor plan identifying room uses; furniture / assembly seating layout
- Door / Window / Interior Signage / Room Finish Schedules

**REFLECTED CEILING PLAN**
- Reflected ceiling plan; legend; support details

**ELEVATIONS**
- Exterior Finish Materials Schedule
- Building height; building address

**ROOF PLAN**
- Roofing material; pitch; equipment; roof access
- Roof drains; roof drain calculations; vents

**STRUCTURAL PLANS**
- Structural notes
- Foundation plan; footing details for slab, piers, grade beam
- Floor framing plan
- Roof framing plan
- Structural details

**ARCHITECTURAL DETAILS**
- Stair / handrail / guardrail / deck location and framing support details
- Building cross-sections
- Interior access features detailed; clearances / mounting heights; restrooms / door signage
- Roof equipment attachment details
- Casework, shelving and storage racks; support details

**MECHANICAL, ELECTRICAL AND PLUMBING PLANS**
- Electrical plans identifying size, location of main and sub-panels; electrical outlets, switches, lighting fixtures, exit signs; computed load including panel schedule and single line diagram
- Mechanical plans identifying size, location of HVAC equipment; gas piping calculations; equipment schedule
- Plumbing plans identifying size, location of DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations; plumbing fixture count and calculations
LANDSCAPING / IRRIGATION PLANS
• Title and project address; north arrow; scale
• Quantity table on first landscape/irrigation sheet
• Property lines; easements; public rights-of-way
• Existing/proposed structures; fences; walls
• Location of existing/proposed plants; legend
• Location of loading, storage facilities, utility equipment, trash enclosures
• Arborist report (if required)
• Point of connection and size, backflow preventer size, directions of main and lateral lines; sprinkler head placement; valves; controller type, size
• Berming; swales; drainage easements
• Site Amenity Point Calculation and plant material quantities (refer to Landscape Development Guidelines for more detailed information at the link under Application Forms).
• Site lighting locations shall be shown for reference

FIRE PROTECTION SYSTEMS
• Fire sprinklers, fire alarm, fire pump, generators, perimeter fencing and gate plans require submittals as indicated below.
• Four (4) sets of fire protection system plans and associated documentation (wet-signed).
• Fire sprinkler systems shall be designed per the City of West Sacramento Commercial Fire Sprinkler Standards and Residential Sprinkler Standards where applicable.

Separate plans and permit application shall be submitted directly to the Building Division counter for processing.
If preliminary utilities site drawings are submitted to the Engineering Division, a copy must also be forwarded to the Building Division for fire code review.

Codes & Building Design Criteria
The City of West Sacramento Building Division enforces the following codes and design criteria:

BUILDING DESIGN
• 2019 California Building Code (based on 2018 International Building Code)
• 2019 California Green Building Standards Code with local amendments
• 2019 California Mechanical Code (2018 UMC)
• 2019 California Plumbing Code (2018 UPC)
• 2019 California Electrical Code (2017 NEC)
• 2019 California Fire Code (2018 IFC)
• 2019 California Energy Standards

STRUCTURAL DESIGN
Wind Speed: www.atcouncil.org/windspeed

Wind Exposure: Recommended factor: See Chapters 26-30 of ASCE 7 (2019 CBC, Volume 2, Section 1609 Wind Loads)

Exposure C should be used unless exposure B can be justified: 1) by a recognized engineering study; and 2) additional documentation in the form of aerial photos or topography maps may be required when determined by the Building Official

Seismic Design Parameters:

ENERGY DESIGN
• Climate Zone: 12

Fees
Due to the complexity of permit fees for new construction, it is recommended that you visit the Building and Engineering counters to review all applicable costs such as development fees, building fees, school district fees, etc. Construction data such as total valuation, site valuation, R/W valuation, itemized square footage areas, and type of construction are required for a complete fee assessment.

Application Forms
Building permit application forms can be obtained in the following link or requested at the Building Division counter. Also, refer to this link for Landscape Development Guidelines for more detailed information:
www.cityofwestsacramento.org/cityhall/departments/comdev/applications.

Community Development Department
Address: 1110 West Capitol Ave., 2nd floor
Phone: (916) 617-4645
Hours: Monday through Friday 8:30 -3:30 (Sign in req. by 3:00 p.m.
Please call to confirm hours of operation
Questions?
Planning requirements on the site or Engineering questions outside of the building’s footprint should be directed to the Planning and Engineering Services at:
Address: 1110 West Capitol Ave., 2nd floor
Phone: (916) 617-4645

CITY OF WEST SACRAMENTO
COMMUNITY DEVELOPMENT
ENGINEERING
IMPROVEMENT PLAN APPLICATION
REQUIREMENTS

Refer to the City of West Sacramento Standard Specifications available at Community Development count for $43.00 or at the City website, http://www.cityofwestsacramento.org/cityhall/departments/comdev/Documents/ss2002/default.cfm.

General requirements: ☑ indicates information has been provided
Refer to Division I, Section 2.01 for general requirements and Division I, Section 2.02
☐ Sheet Size: 24" X 36"
☐ Scale: Horizontal 1 inch = 40 feet; vertical 1 inch = 4 feet, minimum.
☐ Submit two sets of plans: Two hard copies and One PDF for engineering review

Submission of Improvement Plans:
Refer to Division I, Section 2.03 for Submission requirements
☐ Applicable permit applications: Grading, Encroachment Permit and/or On-site Permit.
☐ Engineer’s cost estimate—using City minimum unit prices proved a cost estimate which has broken out cost into the following categories; Grading, On-site and work within the right-of-way
☐ Drainage Calculations—1 copy
☐ Sewer Calculations—1 copy
☐ Soils report—Geo tech report with pavement design - 2 copies
☐ Conditions of Approval
☐ Joint Trench Plans
☐ Erosion Control Plan—1 copy
☐ SWPPP—1 copy; if soil disturbance is one acre or greater
☐ Water Efficient Landscaping Submittal, see City website at: http://cityofwestsacramento.org/city/depts/comdev/engineering/notes.asp
☐ Post-Construction Worksheet, see City website at: http://cityofwestsacramento.org/city/depts/comdev/engineering/stormwater.asp
☐ Payment of one-half of the standard plan checking and inspection fee is due at submittal, such fee is not refundable, per Division 1 Section 2.03.B 3.