NEW COMMERCIAL CONSTRUCTION
BUILDING PERMIT SUBMITTAL REQUIREMENTS

NOTE: A separate Demolition Permit may also be required. See Demolition handout.

GENERAL REQUIREMENTS FOR ALL PERMIT SUBMITTALS FOR NEW COMMERCIAL CONSTRUCTION

- Plans are required to be legible and be submitted as either blueprint process or photocopy.
- Plans are required to be wet signed and dated in ink by the preparer on each sheet prior to issuance.
- Plans submittals are required to include the site address (job address) on the first sheet of the plans.
- Plans are required to be drawn to an appropriate scale and size.
- Plans that require calculations and or specifications are required to be wet stamped and signed by a licensed preparer.

1. COMPLETE SITE PLANS (10 COPIES)
   - Ten (10) copies of a complete site plan are required of which six (6) shall be attached to the building/construction plans and four (4) shall remain separate. See Complete Site Plan Handout.

2. COMPLETE SETS OF CONSTRUCTION/BUILDING PLANS (6 COPIES)
   - Six (6) copies of complete construction drawings and details are required for a project submittal of this type. See Complete Set of Building Plans Handout.

3. STRUCTURAL CALCULATIONS (2 SETS)

4. TITLE 24 ENERGY CALCULATIONS (2 SETS) (CALIFORNIA TITLE 24, PART 6 – CALIFORNIA ENERGY CODE)

5. TRUSS CALCULATIONS (2 SETS)
   - If the work impacts a truss roof system, two (2) complete sets of truss plans and calculations are required. Truss plans and calculations may be submitted as a deferred submittal but before the erection of the trusses.

6. GEOLOGIC & GEOTECHNICAL REPORT (2 SETS)
   - Geological and geotechnical reports are required

7. SOILS ENGINEER REVIEW LETTER (2)

THIS DOCUMENT IS INTENDED ONLY AS A GUIDE. SPECIFIC REQUIREMENTS OR DOCUMENTS MAY DIFFER BASED UPON YOUR SPECIFIC APPLICATION AND THE BUILDING CODE.