



MONTEREY COUNTY
RESOURCE MANAGEMENT AGENCY
BUILDING SERVICES DEPARTMENT
168 W. ALISAL ST., 2ND FLOOR, SALINAS, CA 93901
PHONE: (831) 755-5027 – FAX: (831) 757-9516

**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 BLUE PRINT 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.