

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

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TENANT IMPROVEMENT COMMERCIAL CONSTRUCTION BUILDING PERMIT SUBMITTAL REQUIREMENTS

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

- 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 OF 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 (4 COPIES) (Minimum sheet size 18" x 24")

- Four (4) copies of a complete site plan MAY be required for a project submittal of this type. If required, the plan will be used to verify that disabled access requirement meets the latest adopted codes to evaluate what is needed for this project submittal. **See Complete Site Plan.**

2. COMPLETE SETS OF CONSTRUCTION/BUILDING PLANS (7 COPIES)

- Seven (7) copies of complete construction drawings and details are required to be submitted. The submittal will be forwarded, by the County, to all of the agencies necessary to review your project. **See Complete Site Plan.**

3. STRUCTURAL CALCULATIONS (2 SETS)

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

- If the work impacts the energy compliance of the structure, two (2) complete sets of energy calculations and forms are required.

5. ACCESSIBILITY UPGRADE

- Sec.1134B of California Building Code Stipulates additional 20% of improvement towards accessibility for project less than; valuation threshold (as posted on the California State Department or State Architect Website). A project which cost is more than such amount requires to be fully complied toward accessibility.

THIS SUBMITTAL WILL BE FOWARDED, BY THE COUNTY, TO ALL OT THE AGENCIES NECESSARY TO REVIEW YOUR PROJECT.

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