CONSTRUCTION DOCUMENT SUBMITTAL REQUIREMENTS for

NEW NON-RESIDENTIAL PROJECTS



Submittal notes:

- These are the <u>minimum submittal requirements</u> for construction documents intended for building permit application. <u>Non-residential projects require a licensed professional</u> to be responsible for the construction documents unless waived by the Chief Building Official (CBO).
- 2. Discretionary review approval through the planning department is required <u>prior</u> to submittal for building plan check. Concurrent review requires prior approval from the Chief Building Official.
- 3. New non-residential & associated accessory structure(s) require approval from the following divisions prior to issuance of a building permit. The Building division will route to the following divisions or departments.
 - a. Planning Division will review for conformance to the "Conditions of Approval" (C of A) resultant of discretionary review.
 - b. Engineering Division will review for conformance to the "(C of A)" and for Encroachment permit requirements.
 - c. Fire Department will review for conformance to the "C of A" as listed in the resolutions & city code conformance.
 - d. Utilities will review for conformance to the "C of A" as listed in the resolutions.
 - e. Water Conservation will review landscape and irrigation documents against the City's water efficiency ordinances.
 - f. Environmental Compliance: will review projects involving industrial waste (grease, vehicle wash down, dry cleaners, etc.)
- 4. Accepted method of payment for required fees: Mastercard®, VISA®, Discover®, check or cash.
- 5. Plan check review comments by the differing divisions and departments will be compiled and made available to the designer in a timely manner. Once comments have been addressed and satisfactorily resolved then the building permit may be issued.

Non-residential structures Condensed List of Construction Documents		
7 Complete sets of drawings are required.	Supporting Documentation	
(24" x 36" Suggested minimum sheet size - Smaller Sizes accepted if Allowed by CBO or Designated Representative)	2 Sets of Each: □ Structural Calculations (vertical and lateral)	
The sets are to include, at a minimum, the following:	 Energy Calculations (Title 24) and compliance forms Soils Report & Plan review letter from soils engineer Landscape Irrigation Calculations CALGreen Checklist (with all required signatures) Copy of Each: Complete Building Permit Application Copy of Sonoma County Health Department permit (as applicable) School District Form completed and signed by owner Completed Construction Hardship Form (if applicable) 	
☐ General Information & Building Data		
□ Site/Plot Plan □ Grading Plan & details		
□ SUSMP/NPDES compliance		
□ CALGreen & Energy forms		
□ Landscape & Irrigation Plans		
□ Architectural Plans □ Structural Plans		
□ Electrical Plans (as applicable)		
☐ Mechanical Plans ☐ Plumbing Plans (as applicable) ☐ (as applicable)		

Expanded list of Construction Document requirements for plan check submittal		
 ☐ 7 Complete sets of drawings are required: ☐ Min. of 2 of the 7 sets signed and stamped by licensed professional responsible for preparation of the plans. ☐ Sets need to be stapled or bound together into full sets. ☐ General Information: ☐ Code compliance statement listing the applicable codes ☐ Project Name, address and clear scope of work ☐ Owner information: Name, Address & Phone # ☐ Designers info.: Name, Address, Phone # & e-mail ☐ Sheet Index of drawings ☐ Vicinity Map of project location. ☐ City of Santa Rosa Nonresidential CALGreen ☐ Checklist form: (Must have all req'd signatures) ☐ Forms to be incorporated into the set of prints or attached. 	□ Building Data: □ Occupancy Group(s) □ Type of Construction □ Occupant load □ Separated or Non-separated uses □ Building height □ required Exits and length of paths □ Required fire separations from P.L. □ Clearly note that the project will be fire sprinklered & that sprinkler plans to be submitted separately. □ Floor area per story, total floor area, & compliance to area tables. □ Site/Plot Plan □ North Arrow □ Lot dimensions & bearings □ Building footprints with overall dimensions & projections □ Easements & Building setback lines including specialty setbacks such as second story setbacks. □ Show existing attractures to be demolished.	
 □ Energy Compliance forms: □ ENV, MECH, LTG. & OLTG forms to be incorporated into the sets of prints. □ SUSMP/NPDES/SWMP: □ SUSMP Determination Worksheet and 3 sets of SUSMP plans based on worksheet results. Go online for more information: http://ci.santa-rosa.ca.us/departments/utilities/stormwatercreeks/Pages/d efault.aspx. 	 show existing structures to be demolished. Landscape and Irrigation Plans: Landscape drawings showing location of structures, planting areas, sod areas, mulch areas & plant legends Irrigation drawings & calcs show hydro-zones, check valves, irrigation system, auto controllers, irrigation valves, etc. Soil Analysis Report and documentation verifying implementation of soil report recommendations Completed Maximum Applied Water Allowance 	

Expanded list of Construction Document requirements for plan check submittal continued

□ Grading Plan/Civil Drawings and details: □ Existing drainage patterns & proposed drainage patterns, drainage devices, existing & new contours, elevation data & benchmarks, etc. □ Soil excavation calculations of Export & Import □ Walkways, drives, curbs, retaining walls, etc. including disability access compliance. □ Architectural Plans, including: □ Floor Plan(s): for each story/floor level □ North Arrow □ Fully dimensioned & to scale. □ Exiting compliance □ Location of safety glazing □ Windows & doors properly located with schedules □ Wall legends, symbol legends □ Label all fire walls and other fire resistive elements □ Label all rooms and provide occupancy load calcs and number and width of exits calcs. □ Reflected Ceiling Plan: □ Show all skylights & ceiling surface changes & slopes, □ Location of light fixtures, ventilation registers, etc. □ Roof Plan: □ Roofing material & class □ Roof equipment & access □ Attic ventilation calcs & number & type of attic vents. □ Direction, slope of roof, valleys, hips, chimneys, skylights, etc □ Overhangs, eaves, gables & rakes dimensioned. □ Building Sections: □ Provide building section(s) at most informative locations. □ Label rooms, interior finishes. □ Clearances from framing to grade. □ Subfloor to top plate heights. □ Note insulation type and where proposed to be installed. □ Interior Elevations: □ Provide interior elevations at rooms with accessibility.	□ Architectural Details: (as applicable) □ Fire assemblies □ Fire penetration details including mechanical, electrical and plumbing penetrations. □ Stair and guards □ Accessibility compliance □ Racking details □ Exiting compliance □ Structural Plans, including: □ Structural Design Criteria: □ Wind Speed and exposure □ Seismic Design Cat. □ Foundation Plan: □ Dimensions, footings, piers, hold-downs, etc. □ Floor Framing Plan(s): □ Reference framing length & coverage area □ Label all framing members □ Label all shear walls or braced walls and hold-downs □ Reference detail bubbles □ Roof Framing Plan: □ Reference framing length and coverage area □ Label all framing members □ Reference detail bubbles □ Truss drawings & calcs.: deferred note & completed form □ Structural Details: □ Roof to wall, wall to floor, floor to fdn., connection details □ Framing & shear transfer details, etc. □ Hold-down, post, beam, pier details etc. □ Hold-down, post, beam, pier details etc. □ Electrical Drawings: (as applicable) □ Single line diagram(s) □ Panel Schedule(s) □ Load calculations □ Manuf. & rating of equipment □ Elect. Legends □ Lighting site, floor & roof plans □ Fixture schedules □ Photometric plan(s) □ Power plan(s) □ EMS plans □ Mechanical Drawings: (as applicable)	
**	□ Mechanical floor plan(s): ○ locate registers & grilles	
	☐ Gas supply plan(s), isometrics, & sizing calcs.	
Additional items that may be required prior to issuance of building permit(s): • Encroachment Permit for Public Improvements • Provide copy of SWRCB Notice of Intent. • BAAQMD permits Fees other than building permit fees that may be assessed to this project: (see latest fee schedule) • Advanced Planning Fee • Technology Fee • Park Impact Fee		
 Capital facilities Fee School Impact Fees Other fees assessed due to Conditions of Approval listed in CUP, DR, LNDMRK or HILLSIDE approval 		
Separate applications/permits may be required for the following: (Plans may be combined for multiple buildings) • Accessory structures (carports, trash encl.) • Demolition of detached structures • Pools and spas • Grading permits • Retaining walls • Free standing photovoltaic systems • Fences over 7' in height		

If you have any questions regarding submittal requirements please call: City of Santa Rosa Planning and Economic Development @ 707-543-3200 or For further information:

1/25/2019

visit us at "srcity.org"