Commercial New Shell Buildings
CBNC Cases – Office or Retail (Store) use only

Plans shall consist of the following:

- **Correct number of 18” x 24” to 36” x 48” plan sets drawn to scale and dimensioned**
- 3 sets for Building Inspection
- 2 additional sets may be required for projects with valuation over one million dollars
- 2 sets to the Fire District (this will be a separate submittal to the respective district)

_______ Total number of plan sets

**Required N/A General Information (required on drawings)**

- Provide a Vicinity map
- Site/plot plan drawn to scale. Provide dimensions of all lot lines and setback distances to all structures.
- Site/civil drawings for new buildings CBNC). Cut/fill, erosion control, drainage, elevation contours, soil/geotechnical reports. THIS SUBMITTAL TO BE A SEPARATE SUBMITTAL TO LD/SIR.
- Provide Address or Building number, designer, type of construction, and complete scope of work.
- Provide use or occupancy of the proposed building. List of all applicable codes used in the design of the building.
- Show path of travel from accessible parking stall and public sidewalk to accessible entrance(s).
- Floor plans of complete building
- 1/4” scale drawing of ADA restrooms.

- Architectural plans (floor, elevations, sections, and details)
- Structural plans with foundation, soils report, framing details and calculations
- Plumbing plans (single line or isometric) with calculations
- Mechanical plans
- Mechanical Title 24 Energy Compliance Documentation
- Electrical Power Plan
- Lighting plan and Photometric plan for outdoor lighting
- One Line Diagram, Panel Schedule(s) and Load Calculations
- Location of electrical service equipment, transformer(s) and panels
- Lighting Title 24 Energy Compliance Documentation

- Plan review, zone check and violation (if applicable) fees must be paid upon submittal of plans.
- Verification of Contract cost is required for all (the construction valuation of the new building may exceed the square foot values for the building) cases. Please verify by including an estimate of the cost of the entire scope of work as indicated on the drawings. (Including permanent (fixed) equipment.)
- Compliance with other Departments for their requirements must be completed prior to issuance of permit.

Accepted Date __________________________ Counter Staff Initials __________________________
SHELL BUILDING REQUIREMENTS:

1) A completely enclosed structure/building and weather-tight building.

2) **DELETED**

3) Interior walls including demising walls shall be limited to:
   a) Those structurally necessary for the support of the building.
   b) The electric room.
   c) The fire riser room.
   d) Elevator equipment room(s).
   e) Firewalls that are required by the current California Building Code (CBC).

4) HVAC units may be set with plenums but, no ductwork or thermostats.

5) Electric, house panel and its utility meter may be set. Only the minimum circuits required for fire alarms, security lighting, landscape sprinkler system timers, etc. may be installed.

6) Fire-resistant wall assemblies in types II-A, III-A and V-A buildings may be constructed without the interior membrane of the one-hour assembly.
   a) This does not include fire resistive walls required due to proximity to a property line.
   b) This does not include fire walls, fire-resistant stair shafts, fire-resistant elevator shafts or mechanical shafts.
   c) Occupancy of a portion of the building will require completion of the one-hour construction for the entire building.

7) Permit fees for the shell building shall be assessed at 80% of the valuation as determined by the Sacramento County Code. See the Building Valuation table. *(Note that this valuation reduction is part of the automatic fee calculation and/fee estimate calculator. Rooms constructed at the shell stage shall be feed at 100%).*

**Tenant Improvement Requirements (1st time occupancy of a Shell Building)**

- Fees shall be based on the contract value for the occupancy with a minimum valuation of 20% of the shell building occupancy, as calculated using Title 16 of the Sacramento County Code, Section 16.90.030. See the Building Valuation table.

**Change in use occupancy from the original shell building use**

- Fees shall be based on the contract valuation, or the change in use value, whichever is greater. The valuation calculation will be as described in the Sacramento County Code, Section. See the Building Valuation table.

**DEFINITIONS OF SHELL BUILDING TYPES (including general trade terms):**

1. **“Cold Shell”** is as described in the Shell Building Requirements above. *A 20% reduction in value is applied for permit feeing purposes on these empty shell building permits.*

2. **“Vanilla Shell”, “Warm Shell”, or “Spec Space”** This is a complete, ready-to-occupy tenant space. However, when there is no tenant specified on the permit application, occupancy is not allowed. These types of tenant spaces may or may not be painted; flooring may or may not be installed except for the restrooms which must be complete, as per code. No utilities are connected for this type of completed building without a specified tenant on the permit application. Unless considered as First Time Tenant Improvements, these finished Vanilla Shells, Warm Shells or “Spec Spaces” are subject to full valuation for permit fee purposes.

3. **Non-occupied buildings:** Electric service is only allowed for the house panel which typically provides site lighting and security.