Commercial New Buildings, Additions & Alterations Submittal List

CBNC Cases – New structures and Additional Square Footage Only
CBAC Cases – Tenant Improvement and Alteration Submittal List

Plans may be submitted electronically at https://actonline.saccounty.net/CitizenAccess/.

For non-electronic submittals plans shall consist of the following:

- **Correct number of 18” x 24” to 36” x 48” plan sets drawn to scale and dimensioned**
- 2 sets for Building Inspection
- 1 11X17 floor plan and elevation set with cover sheet and scope of work for the assessor
- 1 Set initially for Health Department
- 2 Sets to be submitted directly to the Fire Department

_____ Total number of plan sets

**Required N/A**

**General Information (required on drawings)**

- Site/plot plan drawn to scale. Provide dimensions of all lot lines and setback distances to all structures.
- Provide civil drawing for new buildings (TO BE A SEPARATE ELECTRONIC SUBMITTAL TO LD/SIR).
- Provide address and Include suite and building number, designer, type of construction, complete scope of work.
- Provide use or occupancy of the project and the adjacent tenants and list of all current applicable codes.
- Show path of travel from disabled accessible parking stall and public way to public entrance.
- Provide vicinity map.
- Label all new & existing items/spaces for alterations & additions.
- Provide reflected ceiling plans.
- Provide structural plans with foundation, soils report, framing details and calculations (if applicable).
- Provide Plumbing plans (single line or isometric) with calculations. (If applicable).
- Provide Mechanical plans. (If applicable).
- Provide Mechanical Title 24 Energy Compliance Documentation.
- Provide Kitchen hood plans with details and show all new restaurant cooking equipment.
- Provide Mechanical Power Plan.
- Provide Lighting plan and Photometric plan for outdoor lighting.
- Provide One Line Diagram, Panel Schedule(s) and Load Calculations. (If applicable).
- Provide the location of service switchgear and panels.
- Provide 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 cases. Please verify by including an estimate of the cost of the entire scope of work indicated on the drawings. (Including permanent equipment.)
- Other Departments will have their own requirements to be completed before issuance of permit.

Accepted Date ________________  Counter Staff Initials __________