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 1 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)**

- Site/plot plan drawn to scale. Dimensions of all lot lines and setback distances to all structures.
- Civil drawing for new buildings (CBNC).
- Address or Building number, designer, type of construction, 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 disabled accessible parking stall and public way to public entrance.
- Provide a Vicinity map
- Floor plans of complete building
- ¼”scale drawing of rest rooms.
- 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 to be completed prior to issuance of permit.

Accepted Date ________________  Counter Staff Initials ___________
SHELL BUILDING REQUIREMENTS:
1) A completely enclosed structure/building. A weather-tight building.
2) Restrooms
3) Interior 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 are required to comply with CBC 706.
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) Types II-A, III-A and V-A buildings may be lacking 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-resistive stair shafts and fire-resistive elevator 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 will have fees assessed using 80% of the valuation as determined by Title 16 of the Sacramento County Code, Section 16.90.030. See the Building Valuation table. (Note that this valuation reduction is part of the automatic fee calculation and/fee estimate calculator).

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 Title 16 of the Sacramento County Code, Section 16.90.030. 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 (it is not complete or finished for use on the inside). A 20% reduction in value is applied for permit feeing purposes on these empty shell building type permits
2. "Vanilla Shell", “Warm Shell”, or “Spec Space” is/are complete, ready to occupy tenant space finished out at time of shell construction. However, there is no tenant specified, thus 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 turned on for this type of completed building without a listed tenant and permit allowed occupancy. Utilities/electric service is only allowed for the house panel (which typically provides site lighting, security and maybe a miscellaneous receptacle). These finished Vanilla shells, Warm Shells or Finished Spec Space shall always use full valuation for permit fee purposes.