

Multifamily / Mixed Use Plan Submittal Requirements AB2234

This packet is for projects that involve new construction requiring Plan Review.

Outlined below are the common plans and documents that the Building Department requires to review a proposed new Multifamily / Mixed Use building. Other types of plans and documents may be required depending on your project.

- REFERENCE: **2022 California Building Code**

Follow these plan submittal requirements:

	<i>Item As Applicable to Your Project</i>	<i>Reviewed by</i>
PLAN SET REQUIREMENTS Apply through online portal	Plans showing site, setbacks, landscaping	Planning Division
	Building, electrical, mechanical, and plumbing plans	Building Division
	Encroachment or right of way, Easements	LDSIR, Technical Resources
	Fire Prevention, fire sprinklers (submit directly to Fire)	Fire District
Plan preparer is to sign all plans. Architect or Engineer is to stamp and sign all pages and sign/stamp the cover page for Plan Sets and Calculations Other Documents	Plan set typical,: <ul style="list-style-type: none"> • Cover Sheet with project description • Site Plan (Grading Plan submit directly to CMID) • Architectural Plan, Elevations • Structural Plan, Details • Electrical / Solar Plan • Mechanical Plan • Plumbing Plan • Title 24 Energy Documents Depending on project: <ul style="list-style-type: none"> • Soils report and geological study in in hazard zone • Demolition of structures on site specifications 	
CALCULATION REQUIREMENTS Submit with plan set through online portal Preparer, Architect or Engineer is to sign and stamp all documents	Required calculations may include: <ul style="list-style-type: none"> • Structural calculations, vertical and lateral loads • Title 24 Energy Calculations and forms for: <ul style="list-style-type: none"> - New construction or alteration of the existing building envelope - Changes to HVAC system, except for equipment replacements 	

TYPICAL PLAN SETS INCLUDE:

A-1 COVER SHEET - Include these items:	✓
1. Preparer's Name, Title and Registration (if applicable), Address, Phone Number	
2. Project Name, Address, Assessor Parcel Number; Legal Property Owner's Name, Address, Phone Number	
3. Scope of Work identifying all work proposed under this permit.	
4. Occupancy Groups Classification (e.g., R3 and U) and Type of Construction (e.g., Type VB)	
5. Allowable Area Calculations	
6. Gross Area Per Floor and Building Height	
7. Index of Drawings/Plans and Scale used for drawings and details.	
8. Applicable Codes and Editions e.g., 2022 CBC, CMC, CPC, CEC & Energy Efficiency Standards	
A-2 PLOT PLAN - Drawn to scale and include these items:	
9. Show full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, and Street Name/s.	
10. Show Building Footprint and Roof Line with all projections and dimensions to property lines.	
11. Show small Vicinity Map including North Arrow.	
12. Show any recorded Easements and Visible Utilities (meters for electric, gas, and water).	
13. Parking Layout, Driveway Locations and Sidewalk Design (fully detail disabled accessibility features)	
14. Show location of existing fire hydrants within 500 feet of project	
15. Detail Exit Door locations	
A-3 GRADING AND DRAINAGE PLANS (submit directly to CMID)	
16. Existing and Proposed Grading Plans detailing tops and toes of slopes	
17. Pad Elevations and Ground Slope Drainage Scheme and Topographic drawn to 5'-0 Contours	
18. Retaining Walls and Drainage Systems, existing and proposed	
A-4 LANDSCAPING PLAN (submit directly to Planning)	
19. Accessory Structures, Walkways, Swimming Pools, Decks, etc., Including disabled accessibility features	
A-5 ARCHITECTURAL PLANS	
20. Architectural Floor plans with unit/suite and building plans.	
21. Disabled Accessibility Features Fully Detailed and Dimensioned	
22. Exist Locations, Paths, and Lighting	
23. Exterior Elevations	
24. Window Schedule: List sizes and types (detail safety glazing locations)	
25. Door Schedule: List sizes and types (detail fire ratings, hardware, closers & thresholds)	
26. Flashing: Vertical & Vertical to Horizontal Junctures of Materials	
27. Roof: Eaves, Overhangs, Rake, and Gables	
28. Handrails, Guardrails, and Support Details	
29. Details of Fire Separation with Assembly Number and Section	
30. Detail all Fire Penetrations & Openings including Assembly Numbers	
31. Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations	
32. Stairway Rise and Run, Framing, Attachment, and Dimensions of Members	
33. Finish Schedule with Flame Spread Ratings	
34. Provide Details of all Features and Fixtures in compliance with the State Building Code	
35. Disabled Accessibility Standard (Chapter IIA or IIB)	

A-6 STRUCTURAL PLANS	✓
36. Foundation and Structural Floor plans	
37. Roof Framing plan	
38. Structural Material Specifications	
39. Typical Cross Sections in each direction	
40. Calculations and Details	
41. Ceiling Details with Bracing and Support Details	
A-7 DETAIL SHEETS as applicable-all details and sections should cross reference.	
42. Footings, Piers, and Grade Beams	
43. Post and Girder Intersections	
44. Structural Sections with Details at Foundation, Floor and Roof Levels	
45. Shear Transfer Details and Holdown Bolt Details	
A-8 PREFAB TRUSSES	
46. Roof Framing Plan with Truss ID No's. for each building	
47. Specify Truss Manufacturer on the Drawings	
48. Details of Truss Splices, Connections, Plate Sizes and Hangers	
49. Truss Plans and Details to be Stamped and Signed by Truss Design Engineer	
50. Truss Plans and Layout, Reviewed and Stamped "No Exception Taken" by Building Design Engineer/Architect	
A-9 PLUMBING	
51. Site Utility Plan and Sizing Calculations	
52. Waste and Vent Plan and Sizing Calculations	
53. Water Piping Sizing Calculations	
54. Kitchen Plan for Commercial Kitchens	
55. Roof Drain Plan and Sizing Calculations	
56. Condensate Drain Plan & Hydronics Piping Plan	
57. Chemical Waste & Piping Plan (requires Water Pollution Control & Hazmat approvals)	
A-10 MECHANICAL	
58. HVAC Plan (Location, size, duct layout, smoke/fire dampers)	
59. Environmental and Product Conveying Duct Plan	
60. Gas Piping and Sizing Calculations	
61. Kitchen Plan for commercial kitchens and Santa Clara County Health Department approval	
A-11 ELECTRICAL	
62. Load Calculations and Panel Schedule	
63. 2. One Line Diagram, include Wire & Conduit sizes.	
64. 3 Reflected Ceiling Lighting Plan (Including Exit Lighting as applicable)	
ENERGY REQUIREMENTS	
65. Form ENV-1, MECH-1, LTG-1 & LTG-2 with all required signatures on documentation	
66. Backup Forms and all Calculations	
67. List of Mandatory Features, and print ENV-1, MECH-1, LTG-1 & LTG-2 on drawings	

OTHER DOCUMENTS OR PERMITS	✓
Depending on the project, other documents or plans may be required, such as:	
<ul style="list-style-type: none"> ■ Storage Racks with storage level over 8 feet tall requiring a permit. Provide calculations and details. 	
<ul style="list-style-type: none"> ■ High Piled Storage Areas (commodities as regulated by the Fire Code) 	
<ul style="list-style-type: none"> ■ Automatic Fire Sprinklers, Smoke Detection Systems, and Fire Alarm Systems (submit directly to Fire) 	
<ul style="list-style-type: none"> ■ Hazmat including: Flammable Liquid Storage Areas, Compressed Gases, etc.(submit directly to Fire) 	
<ul style="list-style-type: none"> ■ Additional Grading Plans and Permits maybe required (submit directly to CMID) 	
<ul style="list-style-type: none"> ■ Demolition of Structures on Site 	