

9700 Goethe Rd • Suite A Sacramento 95827 M-F 8:30am-4:30pm	5229 Hazel Ave • Suite B Fair Oaks 95628 M&T 9am-4pm
827 7 th St • Room 102 Sacramento 95814 M-F 8:30am-4:30pm	3331 Peacekeeper Way Suite 100, McClellan, CA W&T 9am-4pm

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 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 (Includes the Assessor Set)
- 2 additional sets may be required for projects with valuation over 1 million dollars
- 2 Sets for Health Department
- 2 Set for Fire

_____ 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. Include suite and building number, designer, type of construction, complete scope of work.
- Provide use or occupancy of the project and the adjacent tenants. List of all current applicable codes.
- Show path of travel from disabled accessible parking stall and public way to public entrance.
- Vicinity map.
- Label all new & existing items/spaces for alterations & additions.
- Floor plans of whole tenant space with a complete exiting plan (not just altered space).
- ¼ "**MINIMUM** scale drawing of rest rooms.
- Architectural plans (floor, elevations, sections, and details. (Roof plan if applicable)
- Reflected ceiling plan.
- Structural plans with foundation, soils report, framing details and calculations (if applicable).
- Plumbing plans (single line or isometric) with calculations.
- Mechanical plans.
- Mechanical Title 24 Energy Compliance Documentation.
- Kitchen hood plans with details and show all new restaurant cooking equipment.
- Electrical Power Plan.
- Lighting plan and Photometric plan for outdoor lighting.
- One Line Diagram, Panel Schedule(s) and Load Calculations.
- Location of service switchgear 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 CBAC 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 _____