COMMUNITY DEVELOPMENT DEPARTMENT
Building & Safety Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Plan Submittal – New Commercial Buildings

Policy and Procedure No.: **B-04-02**

(August 2008)
Revised 01-03-11

Purpose

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2010 California Building Code), permits are required when buildings or structures are constructed, altered, repaired, moved, converted or demolished. Therefore, the following guidelines shall be reviewed before commencing any work.

Plan Submittal for Construction

Quantity

- Seven (7) complete sets of plans must be submitted (at least two must be "wet-signed" and stamped by a State of California licensed architect or engineer); a completed building application form and plan check fees paid. Upon initial submittal of plans, they will be distributed to Building, Planning, Public Works, Fire and Electric Utilities. Subsequent submittals shall be made by the applicant to the individual departments.
- Two (2) sets of "wet-signed" and stamped structural calculation reports; geotechnical reports; a letter of foundation design review
- Two (2) sets of Title 24 energy reports (i.e., envelope, lighting and mechanical)
- Two (2) sets of manufactured truss calculations; truss-review letter signed by engineer of record
- Six (6) site plans, (81/2" x 11" only)
- One (1) floor plan for the Assessor's (that meets the minimum plan requirements size)

Additional Requirements

Minimum Plan Requirements

Size

Plans shall be drawn to scale, fully dimensioned and legible on minimum 18"x24", 24"x36", and maximum 30"x42" sheets.

- **Fire Department** plan review will be performed by the Building Department. The plan review will be performed in concurrent with the building review.
- Plan approval is required prior to submitting plans for food handling facilities when they prepare, package or service food, by the **San Joaquin County - Environmental Health Division** at **(209) 468-3420**.
- **Public Works** may collect sewer impact fees for new buildings. Payment of these fees must be made prior to permit issuance. Please contact **Public Works** at **(209) 333-6706** for fee estimates.
- **Electric Utility Department-**Building Department will send set of plans to EUD for their review. Contact information (209) 333-6811, 1331 S. Ham Lane.
- **Planning Department**-all projects will be routed to the Planning Department by the Building Department for their review. Contact information (209) 333-6711, 221 West Pine Street.

Plan Review Timelines

Allow a minimum of **15** business days for the first plan review and **10** business days for all other subsequent reviews. *First plan submittals delivered via a courier will **not** be accepted.*

Information

1. Title sheet - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title

and registration information of project design professional; description of work including current applicable codes, type of construction, occupancy classifications, and if installing fire sprinkler system; gross building area (square footage per floor), allowable area calculations; zoning; index of drawings.

> ***Shell Plans:*** *Approved plans for shell only. Permit for shell Buildings do* ***not*** *constitute approval to occupy the premises. A separate and complete tenant improvement plan submittal and permit is therefore required prior to occupancy of any building. Such plans shall include ventilation, sanitation, exiting and other habitability (i.e., energy/lighting/mechanical calculations) and occupancy issues addressed. If only a shell building review is desired, be sure to clearly annotate this on cover sheet of plans and that a separate review and submittal is required before issuance of any future certificate of occupancies.*

2. Plot plan (*if submitted, it shall be prepared by a registered civil engineer) - lot and building location indicating all setback distances to true or assumed property lines and easements; north arrow; location of easements, fire hydrants and other utilities; street and right-of-way identifications, access roadways; location of gas/electrical/water meters, sewer/water lines, septic/well systems.
3. Grading and drainage plan (*if submitted it shall be prepared by a registered civil engineer) - grade and pad elevations, ground slope drainage and topography; location of retaining walls.
4. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes and room finish schedules; proposed exiting system with all required exits/stairways/exit passageways clearly identified; area/occupancy load tabulations, identification and fire-rating listing details; shafts, floor ceiling/roof location and ratings.

   Stair/handrail/guardrail/deck location and details; architectural and framing details including cross sections, bracing and support; suspended ceiling plan and legend; exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location to property lines), building height. Depict all interior <u>and</u> exterior handicap accessibility elements such as path of travel from public way to main building entrances, disabled parking stalls, signage, restrooms and door signage, equipment clearances/mounting heights.
5. Structural plans - foundation plan with footing/slab detail references, shear wall schedule and details reference location; floor framing plan; roof framing plan; framing details. When using pre-fabricated roof/floor trusses, **two (2)** sets of manufactured calculations are required "wet" stamped and signed by the truss engineer; also include a truss-review letter signed by the engineer of record.
6. Mechanical, electrical and plumbing plans - complete electrical plans identifying size and location of main and sub-panels; location of electrical outlets, switches, lighting fixtures, exit signs; computed loads. Complete mechanical plans identifying size and location of all heating, ventilation and air-conditioning equipment; calculations for gas piping size; equipment schedule. Complete plumbing plans identifying size and location of all DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations.

Fees

Due to the complexity of permit fees for new construction, it is recommended that you visit the Building Department counter to review all applicable costs such as development fees, building fees, etc.

Application Forms

An Application for Permit form may be requested at the Building Department Inspection office located at:

Address: *221 West Pine Street*
Phone: ***(209) 333-6714***
Hours: *Monday through Friday*
8 am – 5 pm