



# NEW COMMERCIAL BUILDING SUBMITTAL CHECKLIST

Applications for New Commercial Building require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required.

<input type="checkbox"/> <b>Provide completed “Commercial Building Permit Application” form and all related documents .</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide construction breakdown of costs including Electrical, Mechanical, Plumbing and General Construction categories on application. Please note that a contract or signed estimate for construction may be required to substantiate indicated construction valuation.</li> </ul>
<input type="checkbox"/> <b>Plan Check fees due at permit submittal.</b>
<input type="checkbox"/> <b>Plan Requirements</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans must be prepared by a Licensed Design Professional.</li> <li><input type="checkbox"/> Plans shall be drawn to scale e.g. (1/8”=1’-0” min. excluding site plans), fully dimensioned and legible at a minimum size of 11-in x17-in to a maximum of 24-in x 36-in, depending on the scope of the project.</li> <li><input type="checkbox"/> Drawings submitted for permit shall be intended for construction. “Not for construction”, “Permit only”, “Preliminary” or similar stamped construction documents will not be approved for issuance.</li> <li><input type="checkbox"/> 3 sets of construction documents. Note: Architect, Engineer, or other licensed design professional shall stamp and sign all pages before or at permit issuance.</li> <li><input type="checkbox"/> Provide an area on the construction documents a minimum 4 ”wide x3” high in the same position on each drawing sheet for the purpose of the County approval stamp.</li> <li><input type="checkbox"/> 2 sets of engineering. Stamped and signed before or at permit issuance.</li> <li><input type="checkbox"/> Digital site plan with the parcel number to be emailed directly to Terri.Abraham@countyofnapa.org.</li> </ul>
<input type="checkbox"/> <b>Cover Sheet including Project Identification and Building Design Criteria:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal job Address, Assessor’s Parcel Number (APN) and a Page Index.</li> <li><input type="checkbox"/> Names, addresses, phone numbers of building Owner, Contractor, Design Professionals and Consultants with titles and registration numbers.</li> <li><input type="checkbox"/> Vicinity Map with North arrow.</li> <li><input type="checkbox"/> Written description of “Scope of Work” for the project.</li> <li><input type="checkbox"/> Planning Department “Zoning District”.</li> <li><input type="checkbox"/> Specify the structural design criteria for the proposed building.</li> <li><input type="checkbox"/> FEMA Flood zone; Panel number.</li> <li><input type="checkbox"/> Building Occupancy Classifications in accordance with the 2019 C.B.C. Chapter 5.</li> <li><input type="checkbox"/> Allowable Building Heights/Area calculations in accordance with 2019 C.B.C. Chapter 5.</li> <li><input type="checkbox"/> Type of Construction in accordance with the 2019 C.B.C. Chapter 6.</li> <li><input type="checkbox"/> Square footage per floor of building with identified separate uses.</li> <li><input type="checkbox"/> Itemized building square footage per area.</li> <li><input type="checkbox"/> Fire- Sprinkled or Non-sprinkled.</li> <li><input type="checkbox"/> Wildland-Urban Interface Area: Yes or No.</li> <li><input type="checkbox"/> Building Code Compliance Statement – “These plans comply with the 2019 California Building Code Series.”</li> <li><input type="checkbox"/> Building height.</li> <li><input type="checkbox"/> List the requested deferred submittals (if applicable).</li> </ul>

**Site Plan:**

- Drawn to a site specific appropriate scale to show the entire site (note: an additional detailed site plan may be required to communicate the scope of work).
- Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements and right-of-ways).
- Any flood-zone, or flood-way definition lines or proximity to water ways.
- Topography/Contours (if applicable) depicting spot elevations at top of curb, proposed finish floor elevations and 1' contours of the property.
- Septic tank, leach field, and wells.
- Roads and access areas (Indicate new and existing if applicable) and provide a north arrow.
- All structures on property w/distance to property lines and between buildings.
- Existing trees (if applicable) with drip lines shown by size, species (note those to be removed).
- Accessible parking requirements, path-of-trails to all buildings and to public way.
- For additional information require by other departments see Site Plan Handout.

**Civil/Grading Plan (if applicable):**

- Site work Title sheet and notes.
- Demolition Plans.
- Grading and Drainage Plans.
- Erosion Control Plans.
- Civil Details.

**Floor Plan:**

- Show complete floor plan with square footage summaries for area on each level.
- Complete dimensions, ceiling heights, and all proposed use identification is required.
- Location and labeling of all equipment (gas vs. electric, water heater(s), etc.).
- Door and window type and size, all fixtures, cabinets, and equipment must be shown.
- Location of attic access, roof access, or similar readily accessible area.
- Provide Accessible features with clearances and details.
- Provide complete exiting plans including occupant loads, Exit Access, Exit, and Exit Discharge. Include Common Path of Travel and Exit Access Travel Distances.

**Roof Plan:**

- Specify Class "A" roofing as well as the proposed underlayment.
- Dimension all varied roof overhangs.
- Show the building footprint as a dashed line and the outline of the roof including all hips, valleys, ridges or otherwise as a solid line.
- Location of downspouts, roof drain and overflow locations with identified discharge.
- Indicate all roof penetrations, crickets and flashing.
- Roof slope or pitch.

**Exterior Elevations:**

- Provide exterior elevations of all building sides.
- Building height from average grade at building to mid-point of the highest roof.
- Roof and wall construction materials, roof pitch and overhang.
- Provide Wildland-Urban Interface materials as applicable including detailing of exterior wall and/or other required assemblies for manufactured products including any special siding or venting detailing or exceptions taken regarding exterior materials specified.

<input type="checkbox"/> <b>Building Sections, wall sections, and applicable details:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> As required to convey the proposed construction.</li> <li><input type="checkbox"/> Indicate framing and insulation consistent with that specified elsewhere in the drawings.</li> <li><input type="checkbox"/> Indicate job specific details referenced to the building and wall sections.</li> <li><input type="checkbox"/> Provide Accessible details and cross-sections of doors and landings.</li> </ul>
<input type="checkbox"/> <b>Architectural and/or Structural Construction Notes and Schedules (as applicable)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide general construction notes, door schedules, window schedules, etc.</li> <li><input type="checkbox"/> Provide exit analysis calculations including clearance widths, occupancy door assignment, and existing widths to the public way.</li> </ul>
<input type="checkbox"/> <b>Foundation Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fully dimensioned foundation plan.</li> <li><input type="checkbox"/> Foundation/Structural detail references identified on the foundation plan.</li> <li><input type="checkbox"/> Type and locations of all hold-downs and anchor bolt spacing with applicable schedules or clear notations identifying various bolt spacing conditions.</li> <li><input type="checkbox"/> Post and Colum sizes at all supporting concentrated loads.</li> <li><input type="checkbox"/> Foundation elevation changes throughout drawings.</li> <li><input type="checkbox"/> Footing size dimensions and depths.</li> <li><input type="checkbox"/> Identify stem wall location and reinforcing schedule/detail.</li> <li><input type="checkbox"/> Provide location and slab design for emergency generator and/or propane tanks with securing details.</li> </ul>
<input type="checkbox"/> <b>Floor Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span, size, species, and grade of framing joists and girders.</li> <li><input type="checkbox"/> Identify shear wall types and include related schedules.</li> <li><input type="checkbox"/> Identify the finished floor elevation and all floor elevation changes.</li> <li><input type="checkbox"/> Specify framing connection requirements including shear transfer detailing.</li> <li><input type="checkbox"/> Identify all shafts and openings.</li> </ul>
<input type="checkbox"/> <b>Roof Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span distance, size, type, grade of material, engineered material for headers, beams, rafters, joists, trusses and over-framing.</li> <li><input type="checkbox"/> Specify framing detail for heater space in attic and skylights as applicable.</li> <li><input type="checkbox"/> Specify framing, label all framing hardware and provide attic access opening.</li> <li><input type="checkbox"/> Label all framing hardware.</li> <li><input type="checkbox"/> For trusses, provide labeled truss profiles of all truss types; indicate a labeled truss layout with each truss type and spacing. This is required even if truss engineering is deferred.</li> </ul>
<input type="checkbox"/> <b>Structural Details:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shear wall detail information and nailing.</li> <li><input type="checkbox"/> Mechanical attachments required.</li> <li><input type="checkbox"/> Identify load paths, and point load details.</li> <li><input type="checkbox"/> Engineering calculations may be required based on building design.</li> </ul>

**Mechanical Plan**

- Provide HVAC equipment specifications and schedules rated in BTUs/hours.
- Indicate equipment locations, sizes and materials, provide legend for symbols.
- Locations of air dampers, fire dampers, and smoke-fire dampers.
- Locations of combustion-products-type smoke detectors.
- Fire resistive separation details.
- Corridor construction details, show openings and penetrations.
- HVAC plan, show all units and duct sizes.
- Roof plan showing equipment locations as applicable, distances from exhaust or make-up air to building openings and to property lines.
- Cut sheets on hoods, exhaust fans, make-up air units, and equipment under hoods.
- Calculations on all hoods.
- Include all return/supply/hydronic or other ducting and equipment, and applicable insulation ratings (T-24).
- Identify location of required access and working clearances for mechanical units.

**Plumbing Plan**

- Plumbing fixture schedule.
- Material list for all types of piping used.
- Water, vent, and waste line distribution with fixture units, material type, and pipe sizing prepared as a one-line diagram.
- Provide sizing calculations for all types of pipe utilized.
- Locations of all required cleanouts.
- Specify the materials to be used for the installation of the gas, water, waste, and vent lines.
- Gas line distribution with fixture units, material type, and sizing (calculate water heater min. 200K Btu's).
- Provide the gas line size and length for each section (isometric).
- Provide the location of all fixtures and their BTU count (isometric).
- If line is connected to a propane tank indicate the tank storage capacity.

**Electrical Plan:**

- Electrical load calculations to establish required size of main panel.
- Receptacle and lighting placement.
- Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI, meter/main and sub-panel locations, clear working spaces, etc.
- General notes for a proper electrical installation.
- One line diagram including main switch board and electrical calculations for all 400 amp services or larger. Services over 400 amps will require plans, calculations, and one-line diagram to be prepared by an electrical Engineer. Panel load calculations shall be sized based on demand.
- Grounding system, conductor, size, and location.
- Water, and gas line bonding with size.
- Electrical room layout Identifying all panels and/or equipment and show working clearances.
- Dedicated circuits, wire size, and type.
- Locations of all energy efficient fixture and types.
- Manufacturer cut-sheets on equipment for approved use and required ampacity.
- Exit signage and emergency light locations.
- Letter from P.G.&E. for available fault current at main service as required.

<input type="checkbox"/> <b>California Green Building Standards Code (Mandatory Measures)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide mandatory measures checklists incorporated into the drawings.</li> <li><input type="checkbox"/> Provide and indicate throughout the construction documents where the mandatory measures are applicable and note compliance with said measures.</li> </ul>
<input type="checkbox"/> <b>Structural Calculations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all beams, posts, shear walls and connections as required to describe the project completely.</li> <li><input type="checkbox"/> Identify load paths, and point load details.</li> <li><input type="checkbox"/> Engineering calculations may be required based on building design.</li> </ul>
<input type="checkbox"/> <b>Engineered Truss calculations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all truss types and layout.</li> <li><input type="checkbox"/> Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all truss types and layout.</li> <li><input type="checkbox"/> Provide a stamp of approval or letter of acceptance with no exceptions prepared by the design professional for approval of truss calculation conformance with the intent of the project.</li> </ul>
<input type="checkbox"/> <b>Geotechnical Report</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a Geotechnical report in accordance with the Napa County Building Division Policy “When a Geotechnical Report is required”.</li> <li><input type="checkbox"/> Provide a Geotechnical Plan review letter prepared by the Geotechnical Engineer that the construction documents incorporate and have met the intent of the Geotechnical recommendation enumerated in the report.</li> <li><input type="checkbox"/> Provide a letter for hire between the Owner and the Geotechnical Engineers as required for site operations if identified in the report.</li> </ul>
<input type="checkbox"/> <b>T-24 Energy Compliance Documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide applicable Energy Conservation documents from current Energy Commission approved calculation program.</li> </ul>
<input type="checkbox"/> <b>Special Inspection Form</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide information and signatures on “Special Inspection” form identifying the company providing required special inspections per CBC Chapter 17. Architect/Engineers may perform these inspections on their projects, except for concrete testing over 2500 PSI.</li> </ul>
<input type="checkbox"/> <b>Construction Waste Management Plan (application available on our website)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.</li> </ul>
<input type="checkbox"/> <b>Automatic fire sprinkler system (if required)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Buildings required to have an Automatic Fire Sprinkler System must comply with CBC 2019, Chapter 9, CFC Chapter 9, and NFPA 13 requirements base on occupancy and size of building.</li> </ul>