



# Community & Economic Development Department

## Building Division

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## CALIFORNIA BUILDING CODES COMMERCIAL SUBMITTAL CHECKLIST

**This checklist must be completed by the applicant prior to submitting plans.**

**Please review and confirm that all applicable information has been provided to ensure that your project is submitted successfully.**

\*\* Non-Residential projects plans shall be complete, stamped and signed by the registered design professional of record. The professional of record shall be a licensed and/or registered Architect or Civil/Structural Engineer. Business and Professional Code, Chapter 3, Division 3. See Article 3, Section 5536 complete and exceptions under Section 5537. Professional Engineers Act, Business and Professional Code, Sections 6700 thru 6799.

**Planning 559-675-7821**  
**Building & Fire Safety 559-675-7821**

**Environmental Health 559-675-7823**  
**Public Works 559-675-7811**

### Commercial Plan Submission Requirements

#### 2022 CBC, CEC, CPC, CMC, CGBC & CEBC

(CBC appendix Sect. 107.)

The following information where applicable must be included with every building plan submission. Plans will not be accepted for plan check if any of this information is missing.

#### Owner/Registered Design Professional/Contractor Information

\_\_\_\_ Registered design professional responsible for project. Include address (with zip code) and telephone number

\_\_\_\_ Architect or engineer acting as a sub-consultant responsible for a portion of the design; including address (with zip code), and telephone number.

\_\_\_\_ Owners complete name, current address (with zip code), and telephone number.

\_\_\_\_ Builder's complete name, address (with zip code), telephone number, and contractor license number.

\_\_\_\_ Stamp and Signature of Registered Design Professional on each sheet,

#### Occupancy Information

\_\_\_\_ Indicate the occupancy type of each area of the new structure per code.

\_\_\_\_ Provide occupant load per code by area and type.

\_\_\_\_ Provide the actual building height and number of stories above the grade plane.

\_\_\_\_ Provide the building areas for each occupancy type of each story of the building.

\_\_\_\_ Indicate the construction type of the new structure per code.

- \_\_\_\_\_ Indicate the occupancy category of the new structure per code.
- \_\_\_\_\_ Basic Allowable Area Analysis per CBC Sec 503.
- \_\_\_\_\_ Determine if the building requires a fire sprinkler system per code.
- \_\_\_\_\_ Provide means of egress analysis. \*\*\*

Provide for all buildings (new, remodel or tenant improvement) over 3000 square feet a "Means of Egress" (MOE) analysis and plan shall be a part of the minimum submittal for plan check. The MOE requirement shall consist of the analysis and the graphic representation shown on a separate floor plan or plans (min. 1/16"-1'0") and a site plan that will show all three parts of the MOE. The plans shall include needed dimensions, exiting features and/or equipment and all routes of travel from the furthest corner of a facility to the public way.

**Design Criteria (Required for first sheet)**

- \_\_\_\_\_ Indicate the climate zone for the new structure. 13 or 16 (circle one)
- \_\_\_\_\_ Indicate the floor and roof live loads for the new structure.
- \_\_\_\_\_ Indicate the ground snow load per code (Verify on GIS)
- \_\_\_\_\_ Indicate the wind speed and exposure category per code (85 MPH default min.)
- \_\_\_\_\_ Indicate design method for wind, i.e.: simple, analytical
- \_\_\_\_\_ Indicate the soil site class per CBC Sec 1613.5.2 (Class "D" default unless designed otherwise per design professional and soil report).
- \_\_\_\_\_ Provide the mapped spectral response accelerations SS and S1 per code.
- \_\_\_\_\_ Provide the spectral response coefficients SDS and SD1 per code.
- \_\_\_\_\_ Indicate the seismic design category per code response acceleration and for 1-second period response acceleration.
- \_\_\_\_\_ Indicate design soil bearing pressure per code (1500 PSF default).
- \_\_\_\_\_ Indicate water and sewer piping materials, i.e.: PEX, CPVC, Copper, Etc..
- \_\_\_\_\_ Indicate the method of resistance to lateral forces.
  - Show compliance by:
  - Strength Design provisions; or
  - Load and Resistance Factor Design provisions; or
  - Allowable Stress Design provisions; or
  - Conventional Light-Framing requirements of Chapter 23

**Design Documents (All documents shall be drawn to scale, i.e.: 1"=10', 1"=20', 1/8"=1'0", 1/4"=1'0", etc.)**

- \_\_\_\_\_ Official County of Madera 11" x 17" Plot Plan (two sided only)
- \_\_\_\_\_ 11" x 17" Floor Plan for each floor of proposed building.
- \_\_\_\_\_ 11" x 17" Exterior Elevations (Show all four elevations including overall height of structure measured from the center of the pad at natural grade to the highest point on the building.)
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Floor Plan (Including each floor of multi-story structures.)
- \_\_\_\_\_ All Exterior Elevations (As many views as required to show complete structure.)
- \_\_\_\_\_ Roof Plan

- \_\_\_\_\_ Foundation Plan
- \_\_\_\_\_ Shear Wall or Brace Wall Plan (signed by the architect or engineer if shear wall design).
- \_\_\_\_\_ Floor Framing Plan
- \_\_\_\_\_ Ceiling Framing Plan
- \_\_\_\_\_ Roof Framing Plan
- \_\_\_\_\_ Building Sections & Details
- \_\_\_\_\_ Signed Truss Calculations
- \_\_\_\_\_ Signed Engineering Calculations & Plans
- \_\_\_\_\_ Electrical Plan, Electrical Load Calculations & Single Line Diagram.
- \_\_\_\_\_ Plumbing Plan, with Water, Gas and Sewer, Sizes, Lengths & Loads, Single Line Diagrams and Calculations.
- \_\_\_\_\_ Mechanical Plan
- \_\_\_\_\_ Signed Title 24 Calculations
- \_\_\_\_\_ Equipment Information or Special Engineering Plans
- \_\_\_\_\_ Seismic requirements and engineering (when required)
- \_\_\_\_\_ Deferred Submittal Items indicted on Cover Sheet of Plans (No structural deferred submittals allowed)
- \_\_\_\_\_ Accessibility -State/ADA
- \_\_\_\_\_ Special Inspections on the Cover Sheet of the Plans.
- \_\_\_\_\_ Grading Plan (Will require a separate grading permit.)
- \_\_\_\_\_ Plan Check Fee (Cash or Check only)
- \_\_\_\_\_ Fire Restrictive Walls, Exterior and Interior shall have details and assembly type number UL, Table 7A, etc.
- \_\_\_\_\_ Submit two (2) sets of construction documents

Date Filed: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Plan Checked By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_