

Drawing Submittal Requirements for New Commercial/Industrial Plans

Plot Plan:

The Plot Plan must be drawn to scale with setbacks identified between the property lines and any existing structures. Show the location of all existing structures on the property. Provide a north arrow. All disable access parking, walkways, drop off areas and path of travel from right-of-way for every structure on the site. An information box should be placed in the bottom right corner indicating the street address, the owner's name and address, and the name of the person preparing the plans.

Foundation Plan:

Provide a plan view of the foundation slab, and cross-section of footing details. Note soil type and all allowable soil bearing pressure used for building design. Indicate all steel reinforcement sizes and locations, all hold down hardware locations, anchor bolts sizes and spacing, vapor barrier thickness, etc.

Floor Plan:

Fully dimension and identify all occupied office space, storage, etc. on the floor plan. Show width, distance to, and direction of all exists. Show location of panic hardware. Indicate width and distance of all corridors and type of fire resistive construction when required. Show all fixed elements of construction such as walls, partitions, cabinets, etc., on the floor plan. Show complete fully dimensioned elevations. Indicate roof pitch and type of roofing. Show details of special or unusual construction or materials. Show details of fire rated construction and include item number of assembly. Provide fully dimension and detailed disable access information.

Roof Plan:

Truss calculations are required for proposed trussed roof, or if conventionally framed, indicate size, spacing and direction of rafters. Identify roof finish material and sheathing underlayment.

Exterior Elevations:

For room additions, provide three (3) exterior elevations identified as front, left, and right sides. Show doors, windows, finished floor line, exterior finish, and indicate roof pitch. All four (4) exterior elevations should be shown. Additionally, if the project was subject to Design Review, indicate all applicable colors and other requirements of the Planning Division.

Required Details:

Provide a cross-section (cut view) of proposed job. Show foundation, wall studs, ceiling joists, rafters, roof pitch, etc. Indicate size, spacing, and materials proposed. If ceiling is vaulted, show cross-section and structural connections.

Finish Materials:

Finishing materials must be outlined or noted to indicate the ceiling, wall, and floor finish materials and types, also the proposed glazing materials including the frame.

Engineering (Structural) Plans and Calculations:

If required, the location, size and grade of all framing members and specifications must be noted on the plans. Plans are required to be stamped and wet signed by the professional responsible for their preparation. Include the structural design criteria design load for, wind, seismic, etc. on the plans. Two (2) complete sets of structural calculations and truss calculations (if applicable) with the architect's or engineer's original wet signature and stamp on both sets of calculations and plans. Calculations must be complete and cross-referenced to plans to provide a clear correlation with each other.

Plumbing and Mechanical Plans:

Provide plumbing isometric and schematic showing sewer, soil, waste vents, clean out sizes and material. Show water piping system; pipe sizes, pipe material, to be installed on plumbing floor plans. Show location of all gas meters and all gas piping, including size. Show location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment. Show all duct locations, material and sizes. Provide the location of all fire dampers in walls, ceilings, and equipment. Provide seismic anchorage methods and materials.

Electrical Plans:

Provide a one-line diagram showing service, feeder panel, conductors, disconnect, over current sizes, grounding methods and service load calculation. Provide panel schedule with circuit identification, description of circuits, walls, and voltage. Provide fixture schedule and method of support. Detail suspended fixtures. Provide seismic anchorage methods and materials.

State Energy Conservation Information:

All new and existing structures with condition space are required to provide energy calculations that will reduce energy consumption. All of the requirements of the energy calculations shall be shown on the plans.

Other Requirements:

Additional information may be required by our city in order to convey needed information relative to the construction of your project. Please feel free to contact our Building & Safety Plans Examiner at (928) 920-7094 for additional assistance.