



City of East Palo Alto

Community & Economic Development Department Building Division

COMMERCIAL AND INDUSTRIAL Plan Submittal Requirements

GENERAL REQUIREMENTS:

- Please contact the following agencies for specific project information and requirements:
 - Menlo Park Fire District (650) 688-8425, www.menlofire.org
 - East Palo Alto Sanitary District (650) 325-9021, www.epasd.com
 - Sequoia Union High School District (650) 369-1411 X22290, www.seq.org
 - San Mateo County Environmental Health Department (650) 372-6200, www.smchealth.org
- Plans drawn or prepared by licensed design professional must be stamped at submittal and wet-signed before the permit can be issued.
- Construction Best Management Practices must be imprinted on plan. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.
- All construction and demolition debris shall be contained on-site (not on the public right-of-way) in constantly covered bins which include adequate service to ensure containment. At a minimum, 65% of the project waste stream shall be recycled; prior to final project approval and occupancy, a receipt shall be provided verifying 65% recycling has occurred. An authorized hauler shall be utilized for this mandatory requirement. Clearly show this requirement on the submitted plans.
- Imprint Notice to Applicants for Business License and Commercial Building Permits on plan, to access notice: <https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/casp/AB3002NoticeP.ashx?la=en&hash=676304745F11C0436EA818CB3C59E24E7F551C49>

SUBMIT:

- One (1) properly completed permit application.
- Five (5) sets of building plans (1/4"-1" scale, 18"X24 size min. 36" X 48" size max.).
- Two (2) copies of each of the following documents:
 - Structural Calculations
 - Title 24 Energy Compliance Report
 - Equipment Specifications
 - Truss Calculations
 - Geotechnical/Soils Report
 - Construction and Demolition Plan (C&D)

PLANS SHALL CONSIST OF:

- Cover Sheet:**
 - Project address.
 - Flood zone.
 - Square footage.
 - Building area calculations (CBC Ch. 5 (503.1)).
 - Notate all deferred submittals.
 - Note on plan: Project to comply with the 2016 CBC, 2016 CEC, 2016 CMC, 2016 CPC, 2016 CA Energy Code, 2016 CA Green Building Standards Code, East Palo Alto Municipal Code.
 - Location map.
 - Type of construction.
 - Occupancy classification(s).
 - Building fire sprinkler system.
 - Fire alarm system.

- **Plot Plan:**
 - Lot dimensions with property lines and any easements identified.
 - Size and use of all structures on the lot
 - Disabled access plan showing accessibility throughout the site and building(s).
 - Location and number of disabled accessible parking stalls and path of travel to the building entrance(s). Include parking, signage, and ramp details.
 - Grades and elevation of site and building.
 - Dimensions from structures to property lines (measured at right angles to structures).
 - Dimensions between structures (measured at right angles to structures).
 - Grading (all site utilities, storm drainage and fire lanes).

- **Architectural Sheets:**
 - Occupancy classification of each room/area.
 - Location of all exits.
 - Cross Sections
 - Floor Plan (identify and dimension all room usage).
 - Disabled access plan for the building.
 - Window and door schedule.
 - Show all fixed elements of construction (walls, partitions, cabinets, etc.) on floor plan.
 - Show details of fire rated construction per CBC Table 720.1(1), or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.
 - Elevations from all sides of building with exterior material used.
 - Roof Plan (show proposed roof top equipment, roof pitch, type of roofing etc.).
 - Egress plan with occupant loads shown.
 - Width, distance to, and direction of all exits, and location of panic hardware.
 - Identify area/occupancy separation walls and fire-resistive rating of each on floor plan.

- **Structural:**
 - Include structural design criteria (design load, wind, seismic, etc.) on plan.
 - Foundation Plan (anchorage, rebar, piers etc.)
 - Roof Framing Plan
 - Structural Details
 - T-bar ceiling plan (if applicable) along with manufacturer's specifications.
 - Location, size and grade of all framing members to include location(s) of shearwalls.

- **Electrical Plan:**
 - One-line diagram showing service, feeder panel, conductors, disconnect, over current sizes, grounding methods and service load calculation.
 - Panel schedule with circuit identification, description of circuits, walls and voltages.
 - Fixtures schedule.
 - Show all raceways, conductor quantities, equipment, outlets, devices, luminaires, etc. on the plan view(s).
 - Exit light and signage to include back-up power where needed.

- **Plumbing and Mechanical Plan:**
 - Plumbing isometric/schematic showing sewer, soil, waste vents and cleanout sizes and material.
 - Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans.
 - Grease Removal Devices with Sizing Calculations (food service facilities).
 - Location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment.
 - Duct location, material and sizes and indicate location of fire dampers.

- **Miscellaneous:**
 - Landscaping and Irrigation Details (including reclaimed water system).
 - Chemical List (quantities and explanation of process).
 - Site Lighting and Photometric Plans.
 - CALGreen Checklist (properly completed and/or imprinted on plan).
 - Statement of Special Inspections.