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
  - 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=67630475F11C0436EA818CB3C59E247F551C49

SUBMIT:

☐ One (1) properly completed permit application.

☐ Five (5) sets of building plans (1/4”-1” scale, 18”X24 size min. 36”X48” 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.
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.
- 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.