



DEPARTMENT OF RESOURCE MANAGEMENT

Building Division

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COMMERCIAL APPLICATION CHECKLIST

(Rev: 10-23-20)

This checklist is to be used for the new construction of commercial projects.

Your application is complete and ready to submit when you have ALL of the items listed below:

- Complete application & method of payment (The engineer of record must be identified on the application)
- Complete owner builder form (if required)
- Plot plans, ***7 copies**; Local fire district must approve prior to submittal (2) if not Cal Fire Responsibility Area
- Construction plans (all construction documents must be under design review of a California licensed professional), ***2 full sets**; also including:
 - Concrete mix design, ***2 copies**
 - Construction waste plan (if not on plans), ***2 copies**
- Plans must include all following:
 - Landscaping plan (S.C.C.17.84.040); if greater than 500 ft² of new or greater than 2,500 ft² of rehabilitated landscape, then submit MWELo complaint landscape documentation package (C.C.R. 492.3)
 - Outdoor lighting plan including fixtures cutsheets and or photometric plan (S.C.C.17.84.50)
 - Parking plan details (S.C.C. 17.86)
 - Outdoor trash storage area and enclosure details (see zone district standards)
 - Zone wall/screen and fencing if required (S.C.C. 17.84.070)
 - Sign plan and details, except where signage will be proposed under separate permit application (S.C.C. 17.84)
 - Use permit conditions, (if applicable) including notes regarding status of these conditions that must be completed prior to issuance of building permit
- Floor plan, ***4 copies**
- Grading & erosion control plan, ***2 copies** – see grading checklist
 - If in MS4 area –
 - For all projects proposing 5,000 ft² or more of impervious surface, results of volumetric BMP calculator from [SMARTS](#), and associated data (must be submitted with the application)
 - For all projects proposing 2,500 ft² to 5000 ft² of impervious surface, post construction BMP's must be submitted with application for all projects
 - For all projects proposing 1 acre or more of ground disturbance the following must be submitted with the grading permit application
 - WDID # for a Construction General Permit from the [CA Regional Water Quality Control Board](#)
 - SWPPP
- (when applicable) Structural calculations, ***2 copies** wet stamped
- (when applicable) Truss calculation, ***2 copies** include the engineer's acceptance letter
- Energy calculations, ***2 copies**
- Legal creation documents for undeveloped parcels
- Fire sprinkler plans, ***3 copies** (optional at application submittal only if in Cal Fire responsibility area)

**** IN ORDER TO PROCESS THE APPLICATION, ALL STAMPED PLANS MUST BE SIGNED****

Please Note: permits and review from other outside agencies and/or departments, such as *Shasta County Department of Environmental Health, Water Resources, Fish and Wildlife, Shasta County Department of Public Works* or other state of California agencies may be required in order to approve your permit.

Please be reminded, applications are not processed on Wednesdays