

SECTION 4.4 – COMMERCIAL SUBMITTAL DOCUMENTATION

Each structure will require plans and calculations signed by an architect or engineer licensed to practice in the state of California.

SUBMITTALS SHALL CONSIST OF THE FOLLOWING:

1. NEW BUILDINGS, TENANT IMPROVEMENTS, AND REMODELS
 - 1.1 1 Copy City of Hanford Permit Application form
 - 1.2 6 complete sets of Drawings, unless noted, including:
 - 1.2.1 Grading Plan (Civil Drawings)
 - 1.2.2 Site Plan
 - 1.2.3 Landscaping Plan
 - 1.2.4 Architectural Drawings
 - 1.2.5 Structural Drawings
 - 1.2.6 Electrical Drawings
 - 1.2.7 Mechanical Drawings
 - 1.2.8 Plumbing Drawings
 - 1.2.9 Planning Dept. “Conditions of Approval” or “Resolution” printed on the drawings and part of the drawing submittal
 - 1.2.10 A minimum of 2 sets shall be stamped and wet signed by an Architect or Engineer licensed in the State of California.
 - 1.3 2 complete sets of documentation, unless noted, including:
 - 1.3.1 Architectural Specifications
 - 1.3.2 Structural Calculations
 - 1.3.3 Electrical Calculations, if not included on the drawings
 - 1.3.4 Mechanical Calculations, if not included on the drawings
 - 1.3.5 Plumbing Calculations, if not included on the drawings
 - 1.3.6 Energy Calculations, if not included on the drawings
 - 1.3.7 CalGreen Compliance **including C & D Recycle plan**
 - 1.3.8 Compliance with the City of Hanford Landscape Ordinance
 - 1.3.9 A minimum of 2 sets shall be stamped and wet signed by an Architect or Engineer licensed in the State of California.
 - 1.4 **Each structure will be considered a separate submittal. Grading, Landscaping, Signage and all Fire permits are separate submittals as well and require separate applications and submittals as applicable**

2. CHANGE OF OCCUPANCY

- 2.1 1 Copy City of Hanford Permit Application form
- 2.2 6 complete sets of Drawings, unless noted, including
 - 2.2.1 Site Plan
 - 2.2.2 Floor Plan Drawn to Scale showing any and all changes required by code or by the occupant
 - 2.2.3 Any of the aforementioned items that apply

3. USEFUL TELEPHONE NUMBERS

- 3.1 Building Division (559) 585-2581
- 3.2 Planning Division (559) 585-2580
- 3.3 Fire Department (559) 585-2545
- 3.4 Engineering/Public Works (559) 585-2550

Allow 30 working days for first Plan Check comments to be generated. Once plan check comments have been addressed and resubmitted, by the applicant, the final review will be performed and you will be contacted when the Building Permit is ready to issue. Plans will be reviewed in the order received. Expedited Plan Check is available through our third party Plan Review source. A Building Division Plan Check fee will be due at time of submittal.

(END OF SECTION 4.4)