



COUNTY OF YOLO
Department of Community Services
Building Inspection Division

Form #
COM-005

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(530) 666-8775 Fax (530) 666-8156
www.volocounty.org

CHECKLIST for COMMERCIAL SUBMITTALS

Design Criteria:

- ◆ Applicable codes are the CA Health and Safety Code and the 2019 California Building Standards Code.
- ◆ For structural design use the following values or engineering analysis: soil bearing pressure = 1,500 psf, seismic site class D, snow load = 0, basic design wind speed $V = 95$ mph for risk category II buildings, and wind exposure category C
- ◆ For energy compliance use Climate Zone 12

Drawing Criteria:

- ◆ Drawing sizes shall be a minimum of 18" x 24" to a maximum of 36" x 48" inches and all pages shall be the same size. Plans must be clear and legible; non-legible plans will not be accepted. Scale shall be 1/4" inch per foot for structural and architectural; 1" inch = 20 feet for site plans.
Plans must be wet-signed by the preparer on each page. Architects/ Engineers must affix their seal and wet-sign

Prepared Plans:

- ◆ All plan sheets must be signed by the designer. Commercial buildings must be designed and signed by appropriately licensed or registered professionals, or appropriately licensed contractors as allowed by the Professional Engineers Act. (Ref.: Business and Professions Code Sections 5537.2, 5537.4 and 6737.4.)

Construction Documents:

Provide 2 complete sets of the following construction documents (if applicable):

- | | |
|--|--|
| <input type="checkbox"/> Grading Plans | <input type="checkbox"/> Fire Life Safety Area, Occupancy Group, Occupant Load Factor, Occupant Load & Required # of Exits, Egress Path & Distance |
| <input type="checkbox"/> Geotechnical Reports | <input type="checkbox"/> Fire Sprinkler Plans & Hydraulic Calculations |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Truss Calculations (wet stamped), if applicable |
| <input type="checkbox"/> Civil Drawings | <input type="checkbox"/> Structural Plans, Details, and Calculations |
| <input type="checkbox"/> Foundation & Footing Details | <input type="checkbox"/> Electrical, Plumbing, and Mechanical Plans |
| <input type="checkbox"/> Floor Plan – ALL Rooms, Windows & Doors must be labeled | <input type="checkbox"/> Energy Code Certificate of Compliance |
| <input type="checkbox"/> Roof Framing Plan with all Headers and Beam Sizes | <input type="checkbox"/> Lighting & Envelope Compliance |
| <input type="checkbox"/> Elevations & Cross Sections | <input type="checkbox"/> CA Green Building – Non-residential Mandatory Measures Checklist |
| <input type="checkbox"/> Landscape/Irrigation Plan | |
| <input type="checkbox"/> Disabled Access Compliance Details | |
| <input type="checkbox"/> Food Equipment Plan | |
| <input type="checkbox"/> Flood Elevation Certificate | |

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other County departments and/or public agencies may have to review the plans before permits can be issued.

Supplemental Forms:

- | | |
|--|--|
| <input type="checkbox"/> Building Permit Application | <input type="checkbox"/> Environmental Health Land Use Review Survey |
| <input type="checkbox"/> Owner Builder form, if applicable | <input type="checkbox"/> Construction & Demolition Debris Diversion Plan |
| <input type="checkbox"/> Authorization of Agent form, if applicable | |

Submittal will expire if permit is not issued within 180 days of approval or if the applicant fails to respond to plan review comments within 180 days of notification.

Please be aware that various departments/agencies will apply fees at the time of plan submittal and permit issuance.

New Commercial Building

Specific Information on the Above Drawings:

General Information/Building Analysis:

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record
- Assessor's parcel number (APN)
- Occupancy group (s), type of construction, and fire sprinklers
- Project design codes (CBC, CPC, CMC, CEC, CFC, California Health and Safety Code, and Title-24 Energy and Disable Access Regulations).
- Total square footage of building and improvements (existing and new)
- Shell permit information (permit number and type of construction)
- Zoning
- Existing use of space/proposed use
- Description or scope of work
- Index of drawings
- Vicinity map, location, and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Allowable area calculations
- Conditioned floor area
- Impervious acreage
- Water meter size
- Electrical Service equipment size

Plot/Site Plan:

- Lot dimension showing whole parcel and property lines
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify location within building footprint where work is to be done
- Parking layout showing:
 - Location of pedestrian path of travel from public sidewalk and public transit facilities
 - Location of disabled access parking stall (s)
 - Disable access path of travel from parking stall (s) into building main entrance
 - Location of truncated domes where path of travel crosses vehicle traffic, where required
- Identify uses of adjacent tenant spaces, suites, or buildings
- Identify building orientation with north arrow
- Show location of:
 - Electric meters/service
 - Gas meters
 - Propane tank
 - Location of wells
 - Location of septic system
 - Access roadways
 - Trash enclosure
 - Easements, right-of-away, etc
 - Other structures on property
 - Mandatory requirements of Planning Division and/or use permit

Architectural and Structural Plans:

- Foundation plan if applicable (show new and existing work)
- Floor plan (show new and existing work and show each floor drawn to scale and fully dimensioned):
 - Show size of all openings/swing of doors
 - Show exiting systems to a public way
 - Identify rated corridor systems
 - Show location of all mezzanines and stairways
 - Show construction information for any tenant walls
 - Show location of all restrooms and provide details & dimensions depicting compliance with disable regulations

- Identify uses of all rooms
- Show location of all required International Symbols of Accessibility Signage (ISA)
- Reference to section details
- Show smoke detector locations
- Show location of electric panels
- Identify exit lights/emergency lighting
- Show location of fire extinguishers
- Floor/wall/ceiling/roof framing plans
- Seating plan within assembly uses
- Interior and/or exterior elevations
- Reflective ceiling plans
- Details architectural/structural:
 - Cross sections
 - Bracing and support details
 - Accessibility details
 - Hardware
 - Framing details
 - Flashing
 - Section details
 - Roof drains
 - Occupancy separation details
 - Protection of penetrations in rated assemblies
 - Footing details (piers, grade beams, hold-downs, straps, etc.)
 - Rated corridors, shafts, and rated floor ceiling/roof ceiling assemblies
 - Handrails and guardrails along with support details
 - Structural materials specifications
 - Door/window schedules (list size and type)
 - Title 24 mandatory measure for the building envelope
 - Structural connections (welding, columns, etc)

Plumbing Plan:

- Floor plan (show new and existing work)
- Single-line and/or isometric drawings showing location, materials, size, fixture units and length of:
 - Drains/clean outs
 - Sand and oil/grease interceptor specifications, sizes and location when applicable
 - Water heater/boiler
 - Overflow pan
 - Vents
 - Sewers
 - Medical gases
 - Waterlines
 - Fixtures
 - Supports
 - Water sizing calculations
 - Condensate lines
 - Back-flow preventer
- Gas Lines: Provide single-line and /or isometric drawings showing:
 - Location of all equipment
 - Size and length of piping
 - Gas meter location
 - Type of materials
 - BTU/hour demands (use 1,000 BTU/CFH)
 - Other:

Mechanical Plan:

- Floor plans (show new and existing work)
- Size and location of all ductwork, plenums, registers, fire/smoke dampers, smoke detectors, fresh-air intakes, and airflows in CFM. Include support criteria.
- Size and location of all combustion air openings (when gas equipment is used)
- Size, type and termination of any gas vents

- Details of any rated shafts
- Equipment (show size, weight, attachment details, location and access, and make and model number). (Note: replacement units in excess of 500 pounds require structural calculations)
- Indicate which rooms are to be conditioned
- Provide minimum required ventilation per current CBC and Title 24
- Walk-in cooler boxes. (Note: Provide specification sheet (s) for manufactured and/or details of any site builds)
- Title 24 mandatory measures and mechanical equipment schedules
- Type I/II Hoods (provide the following)
 - Construction details of rated shafts
 - CFM calculations
 - Location, type and size of hood, ducts and equipment
 - CFM of exhaust and make-up air
 - Type of fire-suppression equipment
 - Location of exhaust termination
 - Equipment approvals and listings**
 - Other:**

Electrical Plan:

- Exit lights/emergency lighting
- Commercial and industrial buildings services over 800 amps will require engineered electrical plans
- Single-line diagram (power):
 - Service entrance (conduit and wire size)
 - AIC rating
 - Feeder, conduit, pipe and wire sizes to panels, transformers and fixed equipment
 - Main disconnect size
 - Grounding electrode and grounding electrode conductor size
 - Number of service meters
- Load calculations:
 - Complete CEC load calculation (CEC based on square-foot area, including 125 percent for continuous load and largest motor)
 - Complete panel schedules, actual loads (totaled), with fixture and equipment schedules (new and existing loads)
- Panel schedules:
 - Bus size
 - Voltage, phase and amperage
 - Breaker size, circuit description and connected KW
- Floor plan showing electrical item location:
 - Lighting fixtures and schedule
 - Fixed and portable equipment
 - HVAC equipment
 - New and existing and to be removed
 - Receptacles and light switches
 - Shop and process equipment
 - Panel locations
 - Title 24 mandatory measures for lighting
 - Exterior lighting plan and fixture details
- Site plan showing:
 - Utility transformer location
 - Service entrance conduit route
 - Parking lot lighting, including pole mounting, fixture type and wattage
- Emergency features:
 - Fire pump
 - Emergency generator system

Civil Drawings (new buildings only)

- Streets (streetlights, plan, profile, etc.)
- Drainage system (and water sheds)
- Erosion-control plan
- Underground fire main size and location
- Direction arrows showing drainage from and on property
- Grading plan with new and existing elevations

- Fire hydrant main size and location
- Water meter size and location
- Storm drain, sanitary sewer and waterline size and location

Landscape Drawings:

- Plan delineating all landscape areas, features and requirements
- Planting plan and plant schedule
- Irrigation plan and equipment legend
- Landscape installation specifications

Food Equipment Plan and Facility Related Requirements:

- Make, manufacturer and model number of all food equipment
- Water heater information: Type, size, recovery rate, etc.
- Storage areas for food, employee garments and cleaning supplies
- Interior room finishes
- Approved Health Department Plans

Fire and Life Safety (Fire Prevention):

- Sprinkler plans with hydraulic calculations
- Fire alarm plans
- Spray booths
- High-piled storage plans to include:
 - Draft curtains
 - Heat/smoke vents
 - Exiting, signs, lights, etc.
 - Flammable & hazardous materials
 - Fire hydrant placement
 - Hose lines
 - Existing fire sprinkler design
 - Fire extinguishers
 - Emergency lighting

Wildland Urban Interface Construction Chapter 7A:

Based on The Yolo County maps, this project is located within High Fire Hazard Severity Zone. It shall comply with requirements of materials, systems and construction methods of chapter 7A. Add the following materials specifications and/or notes on the plans.

- Class A roof covering
- Valley flashing shall be not less than 0.019-inch (26 galvanized sheet gauge)
- Roof gutters shall be provided with the means to prevent the accumulation of leaves and debris into the gutter
- Roof, Attic, and Exterior wall vents shall resist the intrusion of flames or embers into the attic area of the structure
- Eaves and soffits shall meet the requirements of SFM 12-7A-3
- Exterior walls shall be approved noncombustible or ignition-resistant material
- Exterior windows, window walls, glaze doors, and glazed openings shall be insulating- glass units with a minimum of one tempered pane
- Exterior doors assemblies shall conform to the performance requirements of standard SFM 12-7A-1 or non combustible construction, or solid core wood or 20 minutes fire rating
- Decking, stair treads, risers, and landings of decks, porches, and balconies within 10 feet of The primary structure shall be constructed of heavy timber, noncombustible or other approved materials
- Buildings shall have all underfloor areas completely enclosed to the grade with construction as required for exterior walls
- Vegetation clearance requirements per California Government Code Section 51182

Please keep in mind that, if you are planning an improvement, you need to check with your local homeowner's association and architectural review committee for Conditions, Covenants, and Restrictions (CC&R's). Yolo County has no regulatory authority to enforce or notify permit applicants of CC&R requirements nor deny permits for non-compliance.