



*City of Costa Mesa Building Division*  
**ELECTRICAL PLAN REQUIREMENTS  
FOR COMMERCIAL AND INDUSTRIAL  
BUILDINGS**

**1. Electrical Plan Submittal**

Drawings to be submitted per building requirements, with the following information on the cover sheet:

1. Applicable codes
2. Description and type of work
3. Occupancy and type of construction
4. Wet ink signature on all documents by document maker
5. Name, title, registration, wet ink stamp, address and phone number of all design professionals, if any
6. Address of property and name, address and phone of the property owner

**2. Information To Be Included On Plans**

**A. Site plan**

1. Main switch board location
2. Additional load-center locations
  - a. Motor control center locations
  - b. Emergency power backup system location (i.e., generator, etc.)
  - c. Parking lot light standard and landscape lighting locations
  - d. Utility company transformer pads, underground pull boxes, capacitor banks and underground laterals
  - e. Point of contact for: Electric Utilities, Telephone Utilities, Cable TV Company
  - f. Footprint of building and/or floor plan
  - g. Drawing scale: 1/4" = 1' - 0" or less if necessary to incorporate drawing on a standard 30"x40" sheet (minimum size 24" x 36")
  - h. Electrical specifications
  - i. Plan sheet index (E-1, etc.)

**B. Power plan**

1. Floor plan(s)
2. Electrical symbols (legend)
3. Circuit identification at each device
4. Circuit routing (unit to unit)
5. Number of conductors per raceway (small vertical line per conductor on routing line)
6. Feeder/Branch circuit conductor sizes to be indicated on floor plan routing line(s)
7. California Access device mounting height details as required
8. Plan notes

**C. Lighting plan**

1. Floor plan(s)
2. Reflected ceiling layout
3. Circuit identification at each fixture

4. Circuit routing line(s) (fixture to fixture)
5. Number of conductors per raceway (small vertical line per conductor on routing line)
6. Branch circuit conductor sizes to be indicated on floor plan routing line(s)
7. Electrical symbols utilized for different types of light fixtures
8. California Energy Commission, Title 24 Lighting Requirement Documentation. (LTG-1: Certificate of Compliance; LTG-2: Lighting Compliance Summary; LTG-3: Lighting Controls Credit Worksheet; LTG-4: Tailored LPD Summary and Worksheet), Lighting data sheets, dual switching, timers, computer management controller, motion switching and dimming as utilized or required.
9. Lighting fixture schedule (symbol used, manufacture, model number, voltage, total wattage [including ballast, energy efficient type], mounting, number of lamps)
10. Plan notes

**D. Schedules**

1. Panel(s)
2. Fixture
3. Feeder
4. Load

**E. Single-line diagram**

- F.** Branch circuit neutral conductors to be effectively identified to its related circuit(s) at all exposed locations (i.e. panel-boards, junction boxes, condulets, pull-boxes, etc.) to include multiple neutrals contained in conduit and wire-way systems.