



COMMERCIAL PLAN SUBMITTAL CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE PLAN SUBMITTAL. **INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED; PLEASE READ CAREFULLY!** THIS COMPLETED AND SIGNED FORM MUST ACCOMPANY A BUILDING PERMIT AND/OR SEWAGE DISPOSAL PERMIT APPLICATION

JOB ADDRESS: _____ APN: _____

	SIX (6) SITE PLANS AND SIX (6) COMPLETE BUILDING SETS ARE REQUIRED. <i>(additional sets may be required for larger projects; see the Building Department staff with questions)</i> Plans must be to scale drawn in blue or black ink, on clear unlined paper; minimum size is 11" x 17", maximum size 24" X 36". An additional two (2) sets are required for septic permit, if applicable. Structural Minimum Scale is 1/8"=1'-0", 1/4"=1'-0" is preferred. The Scope of Work must be fully stated and detailed on the plans. For building plans to be useful, they must be legible and drawn to scale. Plans should be prepared with lettering of sufficient contrast to be readable when scanning. Photocopies or prints may be submitted. <u>Pencil, whiteout, taped notes/details and any other submittal that is illegible or not completed in a workmanlike manner will not be accepted.</u>
	SITE PLAN: See site plan requirements on back of this sheet
	GRADING AND DRAINAGE PLANS: See site plan requirements on back of this sheet
	DESIGN PROFESSIONAL: Plans shall be prepared and wet stamped/signed by a California Licensed Design Professional unless specifically excepted per CA Business & Professions Code Sections 5537 & 6737.1.
	FLOOR PLANS: Fully dimensioned with square footage summary, room uses labeled, hold-down and shear wall locations/schedules, detailed code analysis, window/door sizes and types, egress plan, ceiling heights, all energy components shown (insulation, window efficiencies, equipment testing requirements, interior finishes, etc), compliance with Wildland Urban Interface (WUI) requirements, stair and ramp details, etc.
	ELEVATIONS: All four sides of the structure showing doors, windows, chimneys/vents, roof pitch, building height, type of exterior finishes, grade level and slopes, roof type and classification, etc.
	CROSS SECTIONS: Structural sections, insulation locations/R-values, ceiling heights, referenced details, earth to wood clearances, typical finishes, disabled accessibility details, etc.
	ELECTRICAL PLANS: Lights, switches, receptacle outlets, GFCI outlet locations, conductor/conduit types/materials, main/sub-panel locations, lighting energy requirements, panel schedules, one-line diagrams, emergency lighting photometric, load calculations, grounding/bonding information, legend for symbols, etc.
	MECHANICAL PLANS: Equipment types/schedules/locations, duct material/installation standards/details, duct layout plan, duct sizing, kitchen equipment plan, hood details, makeup air calculations, combustion air information, etc.
	PLUMBING PLANS: Min. plumbing fixture calculations, fixture schedule with flow rates, fixture locations, locations and sizes of waste lines and vents, water sizing calculation, sewer sizing calculations, gas line locations/sizing calculations, backwater valve locations, cleanouts, grease trap/interceptor plans, condensate waste lines, etc.
	DISABLED ACCESSIBILITY: Plans, details and notes per CBC Chapter 11A or 11B (depending on occupancy) for ramps, routes of travel, accessible elements, parking, signage, bathrooms, doors, gates, drinking fountains, etc.
	TITLE 24 ENERGY CALCULATIONS: <i>(registered documents and signed by plan design professionals as required)</i> included as part of the plan sheets. All energy components shall be reflected throughout the plan sheets.
	GREEN BUILDING STANDARDS: Plans, details and notes for water flow rates, irrigation systems, commissioning, waste diversion, van pool/EV parking stalls, bicycle parking, etc per the CGBSC.
	FOUNDATION PLAN: Fully dimensioned, location of braced/shear walls and hold-downs, shear/hold-down schedules, grade of rebar, strength of concrete, pier sizes/locations, reinforcement, footing locations, cripple walls, etc.
	FLOOR FRAMING PLAN: Floor joist size/type/spacing, girder size/type/spacing, species and grades, post locations, girder to post connections, cripple wall framing, mechanical hardware, blocking, floor sheathing type/attachment, etc
	TRUSS CALCULATIONS: 2 wet stamped/signed sets indicating the applicable ground/roof snow load with a wet stamped/signed letter of compliance from Engineer of Record
	ROOF FRAMING PLAN: Truss and/or rafter type/spacing, top plate connection details, bracing details, ceiling joist framing/attachment, beam types/sizes, material species/grades, mechanical hardware, post sizes/locations, ventilation, bearing walls identified, etc.
	STRUCTURAL ENGINEERING CALCULATIONS: 2 wet or digitally stamped/signed sets
	STRUCTURAL DETAILS/NOTES: Foundation/slab details, raised floor details, shear transfer, post and beam connections, ledger connections, guardrail attachments, stair framing connections, etc.
	GEOTECHNICAL REPORT: 2 wet or digitally stamped/signed sets
	FIRE DEPT APPROVAL: Obtain approved/stamped plans for the project review from the local fire district/authority
	ENVIRONMENTAL HEALTH (EH) APPROVAL: 2 sets of plans and a permit application submitted directly to EH for food handling occupancies
	SPECIAL INSPECTION AGREEMENT FORM: Completed/submitted for any required special inspections (welding, soil compaction, high strength bolting, etc)
	DEFERRED SUBMITTAL APPLICATION: Completed/submitted for any items requesting to be deferred (fire sprinklers and/or truss calculations)
	APPROVAL FROM CITY OF NEVADA CITY: If project is located within the City Limits of Nevada City
	APPROVAL LETTERS WITH DEVELOPMENT CONDITIONS FROM THE PLANNING DEPARTMENT (If applicable)

APPLICANT’S SIGNATURE/DATE _____STAFF’S SIGNATURE/DATE_____

SITE PLAN REQUIREMENTS

	The entire property must be shown on the site plan (including all property lines & dimensions). If the property is too large then a smaller scale may be used; however, a second site plan will need to be provided of the area of development at a recognized scale. <i>Minimum sheet size 11"x17", minimum 3 sets of plans.</i>	
	Site Plan Recognized Scales: 1"= 10', 1"= 20', 1"= 30', 1"= 40', 1"= 50', 1"= 60'	
	GENERAL INFORMATION TO BE INCLUDED ON TITLE SHEET	
	➤ Owner's Name, Phone #, Mailing Address ➤ Project Site Address ➤ Assessor's Parcel Number (APN) ➤ Vicinity Map ➤ North Arrow & Scale ➤ Occupancy Type(s) per CBC ➤ Construction Type per CBC	➤ Sheet Index ➤ Statement of Compliance (CA codes used) ➤ Preparer's Name/Address ➤ Date of Preparation/Revision Dates ➤ Architect/Engineer Name/Address ➤ Project Description ➤ Square Footage of Each Occupancy Group
	Identify all existing and proposed structures and ground-mounted equipment. Please note on the site plan if the existing structures were built with the benefit of a permit or were built prior to 1962. (AS-BUILT permits are required for structures that were not built with a permit after 1962 and do not qualify for an exemption per County Ordinance.)	
	Location of all wells, water storage tanks, bodies of water, year round or seasonal watercourses, drainage ditches, NID ditches, agricultural/ irrigation lines and 100 year flood plains. Include distance from project to any well/water source closer than 100 ft. Water storage tanks used for fire prevention require a permit & Fire Dept. approval.	
	Location of all utilities (above and underground sources & lines) including water, sewage, grease interceptors, electrical and phone lines. Include details for underground utilities prepared by the Civil Engineer of Record.	
	Indicate location and layout of existing or proposed septic system. Including leach lines, septic and pump tanks, clean-outs, distribution system, layout and location of the 100% repair area, slope within the primary and repair area. If a M.U.S.D.A. has been designated and is shown on a recorded map, please include. Setback for a septic tank to any foundation is 5 ft and leach field to foundation is 8 ft.	
	Indicate the approximate location and surfacing of all existing conforming and/or permitted driveways.	
	Identify all easements (PG&E, telephone, water (NID), road, driveway, "No Access", etc.).	
	Identify all building setbacks. Please show all setbacks along the front, rear, interior and exterior sides. If a building envelope has been designated and is shown on a recorded map, please include. Please refer to Sec. L-II 4.2.5 of the zoning ordinance for assistance in determining accurate building setbacks.	
	Indicate distances from and uses of all structures, wells/septic (existing and proposed) that are close to building setbacks along the property lines.	
	Characterization of slope and topography: • The characterization of slope in the area of proposed work may be provided by the owner if the slope is less than 10% and a note is placed on the plans that the topography is depicted as per owner's representation. • Contour intervals should be at a two (2') foot minimum and extend 50' feet beyond the proposed area of construction. • If the slope in the area of construction exceeds 10% or if an engineered grading plan is required, provide a topographic survey prepared by a licensed Land Surveyor or Civil Engineer. If a professional survey is conducted, the surveyor or engineer must provide a wet stamp of certification on the site plan.	
	Boundary Line Verification: Development nearer than twice the building setback to any property line shall have said property line flagged by a licensed Land Surveyor or Civil Engineer authorized to practice land surveying. Prior to foundation inspection, a Boundary Line Verification Form (or the like) must be completed and submitted to CDA Staff or inspector. <u>Clearly note this on the cover sheet of the plans.</u>	
	Percentage of coverage/square footage of all impervious surfaces including all structures, covered decks, paved driveways, concrete areas, swimming pools, etc.	
	Location of propane tank (if applicable) indicating setbacks to structures and property lines. NOTE: 10 ft. minimum to structures and property lines, 5 ft. to septic tanks, 8 ft. to leach field (See CA Fire Code for more stringent setbacks depending on tank type/size). Aboveground tanks must meet minimum Building Setback requirements. All tanks above 4,000 ft elevation, or underground require a permit and Fire Dept. approval.	
	Disabled Accessibility: Locations of parking, routes of travel, signage, ramps, stairs, detectable warnings, grade elevations, grade slopes, finish surfaces, unloading zones, etc.	
	Erosion Control: Temporary and Permanent (Please refer to the Erosion Control and Best Management Practices Handout)	
	Identify all stand-alone retaining walls. Retaining walls over 4 ft in height from footing to top of wall OR support a surcharge require a permit and engineered calculations.	
	Landscaping plans. Complete plans, details and notes showing types and locations of plants, trees and vegetation, shading requirements and landscape irrigation.	
	Defensible space vegetation clearances. Shown and noted (30' radius and 100' radius) per PRC Sec. 4291-4299 & County Ordinance	
	Location and nature of any known or suspected soil or geological hazard areas. (ie: mines, architectural sites, mineral resources, etc.)	
	Indicate total amount and location of soil disturbance in square feet (include driveway, house pad, septic system and other clearing).	
	Grading Only: Grading that is not exempt from permit per County Ordinance L-V 13.3 requires a grading permit. See the handout regarding engineered grading plans to determine if you need engineering. Indicate extent of cuts and fills (i.e. top & toe cut/fill) and the limits of grading for all the proposed grading work including borrows and stockpile areas. An estimate of the quantities of cuts and fills, including quantities to be moved on and off site. If material is leaving the site, provide location. Retaining wall plans/calculations and culvert drainage calculations (if applicable)	
	Grading Only: Site-specific cross sections (two or more) of all existing and proposed graded areas and locations of maximum cut and fills.	
	New Construction Only: Accurate location of all soils pit testing for septic system done on site with numbering corresponding with Environmental Health Site Approval Report. (perk and mantel)	
	New Construction Only: Identify all notes from any Recorded Map/Supplemental information that may restrict the use of property (required setbacks, fire flow requirements, dedicated right-of-way, archaeological sites, heritage oak trees over 36" in diameter, wetland/riparian areas).	
	New Construction Only: Also include a copy of encroachment permits , indicate the driveway width, slope, surface and curve radius . A complete driveway profile is required for grades greater than 15%. Please show the parking and turnaround area . Identify all culverts and drainage ditches. Driveways in excess of 400 ft require turnouts and a Fire Dept. approved turnaround area.	
	New Construction Only: Approved Legal Lot (If no previous development has been approved) See the handout on what a Legal Lot is. If you need assistance on determining if the subject parcel has been legally created please meet with the Planning Dept. for clarification.	
	New Construction Only: CBC Chapter 7A Fire Clearance Requirements – 30' radius and 100' radius	