



DOCUMENT SUBMITTAL CHECKLIST

Commercial Non-Residential Projects

The items listed below are needed to submit your project for plan check. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance.	
In general, the plans should be: <ul style="list-style-type: none"> • Clearly delineated, showing all existing and new construction • Drawn to ¼ per ft. scale and fully dimensioned • Clear and legible; illegible plans will not be accepted 	
Provide the minimum number of sets required: <ul style="list-style-type: none"> • 2 sets of Building Plans • 3 sets of Landscape Plans • 2 sets of Civil Plans 	***FINAL PLAN SUBMITTAL MUST INCLUDE ELECTRONIC VERSION OF PLANS IN PDF (DIGITAL) FORMAT ***
It is the applicants responsibility to provide documentation to other applicable agencies as listed : <ul style="list-style-type: none"> • Sacramento County Environmental Health (916) 874-6010 • Cosumnes CSD Fire District (916) 405-7111 	
Plan sets shall consist of:	CHECK OFF
General Information Pages	
Plot/Site Plan	<input type="checkbox"/>
Architectural Plans including: Floor plan, elevations, roof plan, sections, and other details	<input type="checkbox"/>
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings, and all structural details as appropriate	<input type="checkbox"/>
Electrical Plan	<input type="checkbox"/>
Plumbing Plan	<input type="checkbox"/>
Mechanical Plan	<input type="checkbox"/>
Civil Drawings	<input type="checkbox"/>
Landscape Drawings	<input type="checkbox"/>
Fire Sprinkler/Fire Alarm layouts and specifications	<input type="checkbox"/>
Other items required if applicable:	
Food equipment cut sheets (for food service facilities)	<input type="checkbox"/>
Hood exhaust and make up air calculations	<input type="checkbox"/>
Water supply, drainage calculations, CALGreen reductions and drain fixture units	<input type="checkbox"/>
Structural calculations: Truss drawings and structural details shall be a part of the plans and a minimum of two sets of calculations shall be stamped and wet signed by the design professional	<input type="checkbox"/>
Title 24 Energy Calculations: 2 complete sets of all applicable pages, with ENV 1, ENV Mandatory Measures, MECH 1, LTG1, LTG Mandatory Measures, OLTG1, pages (if applicable) as part of the plan set	<input type="checkbox"/>
Hazardous material declaration: List type & quantities of chemicals stored on site	<input type="checkbox"/>
Storage layout for warehouse and storage structures	<input type="checkbox"/>
Exit Analysis: Seating and exiting layout for restaurant and assembly occupancies	<input type="checkbox"/>
Soil reports and compaction tests	<input type="checkbox"/>

SPECIFIC PLAN SHEET INFORMATION

1. GENERAL INFORMATION: (cover sheet)	CHECK OFF
Project name & address, as well as project owner's name, address and phone number	
Zoning	
Name, title, address, phone number of design professional	
Current applicable codes	
Parcel number	
Occupancy group(s) and type of construction, fire sprinklers	
Occupant load and exiting requirements (with calcs)	
Gross square footage for each separate occupancy classification	
Total square footage of building and/or tenant improvement	
Allowable area calculations	
Description of scope of work and pages numbered (x of y)	
Index of drawings	
Vicinity map, location and North arrow	
Stamp & wet signature of design professional (all sheets)	
Special Inspection Program (if applicable) For a detailed checklist refer to CBC § 1701. Identify each item requiring special inspection considering items such as excavation and filling, embedded anchors, structural masonry, welding, high strength bolts, smoke control systems, etc.	
2. Plot/Site Plan	
Lot dimension showing whole parcel and property lines	
Building footprint-providing dimensions to property lines	
Identify location within building footprint where work is being done	
Parking layout showing:	
• All parking spaces	
• Location of disabled access space parking	
• Disabled access path of travel from space into the building main entrance	
Identify uses of adjacent space or suites	
Identify building orientation and North arrow	
Show location of:	
• Electrical room or meters	
• Sewer lines	
• Water lines w/meter or well location and back flow devices	
• Gas meters	
• Access roadways with driveway/egress location	
• Curbs and gutters	
• Fire riser room, hydrant locations and water main size	
• Trash enclosures with employee work space access	
3. Foundation Plan	
Show all new and any existing foundation/footings	
Plan view required – ¼ inch per foot scale	
Show footing details, grade beams, etc.	
Show locations and provide installation details for all embedded hardware and reinforcing steel	
4. Floor Plan	
Show size of all openings with type of window and swing of doors	
Show existing systems to a public way	
Identify any rated corridor systems	
Show locations of mezzanines and stairways	
Show locations of restrooms with disable access requirements	
Show construction information for any tenant walls	
Seating plan within assembly uses and restaurants	
Occupancy separation details with GA file numbers or equivalent	
Fire rated assemblies with GA file numbers or equivalent	
Storage and shelving plans (engineering may be required)	

5. Plumbing Plan	CHECK OFF
Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials	
Show complete drainage system with pipe sizes and piping material	
Show water piping system (hot and cold), pipe sizes and piping material	
Show location of all gas meters and all gas piping location and sizing on plumbing floor plan	
Show location of water heaters, boilers and any other equipment on plumbing floor plan	
Provide water sizing calculations and show drainage fixture count and pipe sizing calculations	
Complete roof drainage system with calculations	
Grease interceptor installation & cleaning instructions	
6. Mechanical Plan	
Floor plan	
Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFMs	
Size and location of all combustion air openings (when gas appliances are used)	
Size, type and termination of any gas vents, grease ducts, etc.	
Details of any rated shafts and corresponding GA-File number and/or Fire Barrier Duct Wrap UL information; including installation details in accordance with State Fire Marshall regulations	
Show equipment size, weight, manufacturer's name and model number	
Provide equipment attachment details per manufacturer's specifications	
Indicate which rooms are to be conditioned and how	
Provide minimum ventilation and outside air	
Provide manufacturer's specs and valuation of walk in cooler boxes	
Grease Exhaust Hood, provide the following: <ul style="list-style-type: none"> • Dimensions, details, and construction listing (U.L. or equal) for the duct enclosure (shaft) • Grease duct location, materials, dimensions and calculations for the duct air velocity 	
Show locations, type and size of ducts and equipment	
Provide CFM of exhaust and make up air	
Indicate type of fire suppression equipment	
Show location of exhaust termination	
Detail any specialized instruction and listings	
Roof plan showing the location of all exhaust, supply air and HVAC equipment	
Dimensions in relation to equipment served and clearance to combustibles	
7. Electrical Plan (single line diagram)	
Service entrance and SMUD Commitment Plan	
Show circuits for devices and lighting w/dual switching as required	
A/C rating (new building) and service upgrades	
Feeder pipe and wire sizing to panels	
Show locations of panels, transformers and fixed equipment	
Indicate main disconnect size	
Indicate grounding electrode, conductor location and size	
Load calculations	
Service entrance-conduit and wire size	
Complete NEC load calculation – NEC based on square foot area, including 125% for continuous load and largest motor	
Site lighting	
Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	
DEFERRED SUBMITTAL	
<p><i>If there are extenuating circumstances, some documents or required information may be accepted as a “Deferred Submittal”. Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.</i></p>	

Before your Building Permit can be issued, clearance from other Departments/Agencies will be required.

- A. The Planning Division (209- 366-7230) will review submittal and provide clearance to assure compliance with zoning codes, land use, setbacks, heights, address, parcel location and parking. Use permits may be required for certain activities or structures.
- B. The Public Works Department (209-366-7260) will review submittal and provide information and clearance regarding encroachment requirements. Either an encroachment permit will be issued or a notice of exemption provided. If your property is accessed from a State Highway, a clearance from the California Department of Transportation (CALTRANS) may be required prior to permit issuance. Contact CALTRANS at (916-874-2589).
- C. A clearance from the Sacramento County Environmental Management Department (EMD) may be required. This clearance must be obtained prior to the permit issuance. Applicant must submit to the City 1 set of plans approved by EMD (916-874-6010) if applicable. www.emd.saccounty.net
- D. A clearance or approval from the Cosumnes Fire District (916-405-7111) may be required. This clearance or approval must be obtained prior to the permit issuance. Applicant is responsible for submitting plans directly to the Fire District Office.
- E. The Galt Joint Union Elementary School District (209-744-4545) shall provide a clearance or receipt for impact fees, prior to permit issuance. Applicant will receive a fee form from the City of Galt for submission to the School District Office for payment/clearance after plan approval has been obtained and prior to permit issuance.

The application with construction documents must be examined; approved, and a building permit issued before construction begins. Detached structures require separate permits.

All construction shall comply with the minimum requirements of the following codes effective January 1, 2014

2013 California Building Code (CBC) www.bsc.ca.gov
2013 California Plumbing Code (CPC)
2013 California Mechanical Code (CMC)
2013 California Electrical Code (CEC)
2013 Residential and Non-Residential Energy Standards www.energy.ca.gov/title24/2008standards
2013 CALGreen www.bsc.ca.gov/CALGreen/greencode.htm
Other prevailing City Ordinances and State Laws

Design requirements shall apply as follows:

Minimum soil bearing pressure of 1,500 pounds per square foot (without soils analysis)
Site Class C Soil (very dense)
The Basic Wind Speed is 85 mph, Exposure C
Seismic Site Design Category D (without soils analysis)
Climate Zone 12
Snow Load Zero (0)