



**Minimum Document Submittal List  
New Commercial/Industrial Buildings**

**I. Document Submittal List**

- A. Drawings                      24" X 36" Suggested Blueprints Size  
    (4) sets of:
1. General Information
  2. Plot Plan
  3. Landscaping Plan
  4. Grading and Drainage
  5. Architectural Plans
    - Floor Plan
    - Roof Plan
    - Exterior Elevations
  6. Structural
    - Foundation Plan
    - Structural Framing Detail
    - Floor Framing
    - Roof Framing
    - Truss Information
    - Cross Section(s)
    - Suspended Ceiling Framing
    - Accessibility Features
  7. Plumbing Plan
  8. Mechanical Plan
  9. Electrical Plan
- (2) sets of:
- B. Calculations                      1. Structural Calculations  
    (2) sets of:                      2. Title 24 Energy Calculations and Forms
- C. Other Documents                      1. Hazardous Material Inventory List (List Type & Quantities of Chemicals Stored on Site)  
  2. Specifications  
  3. Soils Report & Geologic Hazard Study if in Geologic Hazard Zone

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**II. Expanded Information on Above Documents**

A-1. Information

1. Wet Sign & Stamp on All Documents by Design Professional  
(Cover Sheet of Each Document to be Wet Signed with blue ink)
2. Name, Title, Registration, Address, and Phone Number of Design Professional
3. Project Name and Address and Assessor's Parcel Number, as well as Project Owner's Name, Address, Phone No.
4. Cover Sheet Information
  - Applicable Code and Editions (CBC, CMC, CPC, CEC & Energy)
  - Description of Scope of All Work
  - Occupancy Group(s)
  - Type of Construction
  - Allowable Floor Area Calculations
  - Occupant Load
  - Gross Area listed per Each Floor and Each Tenant
  - Index of Drawing Information
  - Number of Stories
  - Wind Exposure – CBC Section 1609.4.3
  - Basic Wind Speed (3-second gust – 85 mph) CBC Table 1609.3.1
  - Legend of proposed Construction Plan
  - Description of Business
  - List of Special Inspectors (if required by CBC Chapter 17)

A-2. Plot Plan

5. Scale for All Drawings and Details (1/8" per foot minimum)
  1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
  2. Building Footprint with all Projections and Dimensions to Property Lines
  3. Location of Easements and Utilities on Site
  4. Location of Existing Fire Hydrants within 500 ft. of the Project
  5. Vicinity Map and North Arrow
  6. Parking Layout, Driveway Locations and New Sidewalks  
(Fully Detail all Disabled Accessibility Features)
  7. Detail Exit Door Locations

- A-3. Grading & Drainage Plans
1. Existing and Proposed Grading Plan (Detail Tops and Toes of Slopes)
  2. Pad Elevation and Ground Slope Drainage Scheme & Topographic Plan Drawn to 5'-0" Contours
- A-4. Architectural Plans
1. Architectural Floor Plans with Unit/Suite and Building Plans
  2. Disabled Accessibility Features Fully Detailed and Dimensioned
  3. Roof: Eaves, Overhands, Rakes and Gables
  4. Handrails, Guardrails and Support Details
  5. Stairway Rise and Run, Framing, Attachment and Dimensions of Members
  6. Architectural Floor Plans and Seating Plan within Assembly Use Areas
  7. Exit Locations(s), Path(s) and Lighting
  8. Window Schedule: List Sizes and Types (Detail Safety Glazing Locations)
  9. Door Schedule: List sizes and Types (Detail Fire Rating, Hardware & Thresholds)
  10. Structural and Architectural Details
  11. Exterior Elevations
  12. Detail of Fire Separations with Assembly Numbers and Sections
  13. Detail all Fire Penetrations & Openings including Assembly Numbers
  14. Cross Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
  15. Finish Schedule with Flame Spread Ratings
  16. Reflected Ceiling Plans with Bracing & Support Details
  17. Provide Details of All Features and Fixtures in Compliance with the State Building Code Disabled Accessibility Standards (Chapter 11 or 11A)

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| A-5. Structural Plans     | 1. Foundation Plans   |
|                           | 3. Structural Floor Plan  |
|                           | 4. Roof Framing Plan  |
|                           | 5. Structural Material Specifications   |
|                           | 6. Typical Cross Sections in Each Direction (where necessary)   |
|                           | 7. Calculations & Details   |
|                           | 8. Ceiling Details with Bracing and Support Details   |
| Detail<br>(As Applicable) | 1. Footing, Piers and Grade Beams (depth & width)   |
|                           | 2. Post and Girder Intersections  |
|                           | 3. Structural Wall Sections with Details at Foundation, Floor and Roof Levels   |
|                           | 4. Shear Transfer Details and Holddowns Bolt Details  |
| Pre-Fab Trusses           | 1. Roof Framing Plan with Truss ID No's. For Each Building  |
|                           | 2. Specify Truss Manufacturer on the Drawings   |
|                           | 3. Details of Truss Splices, Connections, Plate Sizes and Hangers   |
|                           | 4. Truss Plans and Details to be Stamped and Signed by Truss Design Engineer  |
|                           | 5. Truss Plans and Layout to be Reviewed and Stamped "No Exception Taken" by Building Design Engineer/Architect               |
| A-6. Plumbing Plan        | 1. Plumbing Fixture locations (Single Line Schematics may be Required for Complex Plumbing Plans with Pipe Size Calculations) |
|                           | 2. Location of Grease Trap (when necessary), Size (Single Line Schematic of all plumbing)                                     |
|                           | 3. Kitchen Plan for Commercial Kitchens   |
|                           | 4. Roof Drain Plan and Sizing Calculations  |
| A-7. Mechanical Plans     | 1. HVAC Plan (Location, Size, Duct Layout, Smoke/Fire dampers)  |
|                           | 2. Commercial Kitchen Humboldt County Health Department Approval  |
|                           | 3. Environmental and Product Conveying Duct Plan  |
|                           | 4. Gas Piping and Sizing Calculations may be required   |
|                           | 5. Roof/Wall Penetration Details and Specifications   |
| A-8. Electrical Plans     | 1. Reflected Ceiling Lighting Plan (Including Exit Lighting as Applicable)  |
|                           | 2. Outlets, Fixtures, Switches, Service Panels, Subpanels   |
|                           | 3. Wire and Conduit Sizes on Electrical and One Line Drawing may be Required  |
|                           | 4. Load Calculations and Panel Schedule   |
| B-1. Energy Requirements  | 1. Form ENV-1, MECH-1 and LTG-2 with All Required Signature on Documentation  |
|                           | 2. List of Mandatory Features, and Print Complete ENV-1, MECH-1, LTG-1 and LTG-2 on Drawings                                  |

**III. Separate Plans & Permits**

1. Automatic Fire Sprinkler/Extinguishing System
2. Storage Racks with Storage Level Over 8' High Require Permits. Provide Calculations and Details
3. Flammable Liquid Storage Areas, Compressed Gases
4. Spray Booths

Notes:

- (1) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (2) Other departments and agencies review and approvals may be required.