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## PLAN SUBMITTAL GUIDELINES

### Commercial / Industrial Projects

Following is a comprehensive list of plans and documents required for building permit review. Applicants are required to submit plans and applications directly to the Building and Safety Division. For specific requirements for a particular project, please consult with the Building and Safety Division. All plan review fees are due at the time of the initial plan review submittal. All applicable Development Fees, Permit Fees, Fire Fee, Planning Fee and School Impact Fees must be paid prior to permit issuance.

Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at 510-577-3325, or [planner@sanleandro.org](mailto:planner@sanleandro.org)

#### Submittal Requirements:

- NEW CONSTRUCTION - **TWO** sets of plans and USB with all submittal documents - *Two sets of plans must be stamped and wet signed by all design professionals*
- TENANT IMPROVEMENT AND ADDITIONS - TWO sets of plans and USB with all submittal documents - *Two sets of plans must be stamped and wet signed by all design professionals*
- Two** sets of the following documents:(If Required)
  - Structural Calculations – *both stamped and wet signed*
  - Energy Calculations (Title 24) - *both wet signed*
  - Truss Calculations Floor/Roof - *both stamped and wet signed*
  - Soils Report - *both stamped and wet signed*
  - Specifications, if any submitted
- Deferred Submittals:** Note on Cover Sheet all deferred submittals (deferred items are not to be installed until approved by all City Departments and Divisions as required). MEP's are not allowed to be deferred.  
Common deferred items allowed:
  - Automatic Fire Sprinklers – *New construction and additions when the existing building has fire sprinklers*
  - Roof Truss Design and Calculations – *Approval by the engineer of record stamped on the plans or letter.*

**A minimum plan size of 24" x 36" is required for all submittals of new construction and additions. Below are common items needed for plan check submittal:**

- A. **Cover Sheet:** Provide scope of work, project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes.
- B. **Architectural Plans:** Site/Plot plan, existing construction, demolition plan, new construction, floor plans, exiting plans, door schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, and roof plan.
- C. **Structural Plans:** Show foundation plan, floor framing plan, roof framing plan, and structural details.

- D. **Mechanical Plans:** Show ducting, fire dampers, SFD's, cook hoods, chemical hoods, HVAC equipment, CFM/BTU and LFL calculations.
- E. **Electrical Plans:** Show the location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, Gensets, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding.
- F. **Plumbing Plans:** Provide isometric plans for waste/vent, type of piping material, gas lines, water lines, show location of boilers, water heaters with their input BTU rating.
- G. **Energy Calculations:** Provide signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.
- H. **Civil Plans:** Show all site work, grading, storm drainage, and utilities
- I. **Alameda County Department of Environmental Health Approval:** for pools, spas, tattoo and food service facilities. Provide two sets of approved plans. <http://www.acgov.org/aceh/index.htm>
- J. **Hazardous Materials List:** Quantities, MSDS sheets with an explanation of processes. Contact Environmental Services for specific information 510-577-3401.
- K. **Waste Management Plan:** All Non-Residential projects must comply with Construction Waste Management. Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with Non-Residential Sections 5.408.1.1, 5.408.1.2 or 5.408.1.3. Projects with a construction valuation over \$100,000 must use Green Halo to track all waste receipts. <https://www.greenhalosystems.com/>
- L. **California Green Building Code with Check List on plans:** Denote where on the plans all mandatory requirements are met. Please visit our website at [www.sanleandro.org/cd/bldg](http://www.sanleandro.org/cd/bldg) under Forms, Fees, & Facts for a copy of the residential and non-residential mandatory checklists.
- M. **Title 24 disabled access plans (drawn to scale, fully detailed & dimensioned) -**  
Provide comprehensive plans & specifications verifying compliance with Chapter 11B of the 2016 California Building Code for disabled access. Applies to existing buildings where the total valuation of all construction performed at this tenant space over the last three years does not (\$170,466.00 as of January 2019). An unreasonable hardship exists when the cost of providing each of the access features required per CBC 11B- 202.4 to the area of alteration exceeds 20% of the project cost without these features.
- N. **Landscape Plan (MWELO- Model Water Efficient Landscape Ordinance) -** Contact Planning at 510.577.3325 for more information  
<http://www.water.ca.gov/wateruseefficiency/landscapeordinance/> -  
Irrigation & planting schedule; accessory structures, walkways, pools, decks, sheds, etc.
- O. **Floodplain compliance verification –** Structures proposed to be erected in the 100-year floodplain must conform to all mitigation requirements contained in the City's Floodplain Management Ordinance; Title VII, Chapter 7-9, S.L.M.C.

[NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]