



Department of Planning & Community Development
INSPECTION SERVICES DIVISION
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Specific Plan Review Requirements for Commercial/Industrial Structures

Construction drawings of your project are necessary for you to obtain a building permit. Only complete construction drawings will be accepted for review. Plans and specifications as noted below must be supplied or corrected before your building permit application can be accepted.

All non-residential structures that are not exempt from the Architectural and Engineering Practice Acts must be prepared by a licensed architect/engineer. **Plans drawn by unlicensed persons will not be accepted.** Electrical, plumbing and mechanical contractors may prepare plans for work to be done in their respective specialties provided they perform the actual installation. All licensed architects, engineers and contractors must be registered in the State of California. A licensed soils engineer will be required to prepare a soils report unless waived by the Building Official. In addition, the City of Santa Cruz requires all contractors working within the city limits to have a valid city business license. **Licenses/credentials will be checked by the building official to insure validity.**

Your completed building permit application will be reviewed by the appropriate City agencies, who will advise you by mail of deficiencies in your plans (if any). All deficiencies must be corrected before a building permit is issued. Upon completion, you will be notified by telephone or mail of approval and remaining fees due.

Information concerning inspection procedures will be given to you with the building permit.

NOTE: Many commercial and industrial projects (including all over \$50,000 in valuation) require a discretionary planning permit prior to application for a building permit. Your application cannot be processed unless this step is completed. Check with the Planning/Zoning Division to determine whether such a permit is needed.

All food handling establishments must additionally submit **two sets of** tenant improvements approved by the County Environmental Health Department in the County Government Center at 701 Ocean St., before they will be accepted for processing by the City.

All commercial swimming pools (including those for apartments, motels and similar uses) must be pre-approved by the County Health Department. See separate swimming pool plan check requirements.

The State of California and the County Assessor now requires the submission of appropriate size reductions of the PLOT, FLOOR AND ELEVATION DRAWINGS. The designated size is 11" X 17". Provide two sets at submittal.

General Requirements:

- 10 Copies of plans, plus 2 ea. of structural & energy calculations., job specifications, product brochures, etc. for new structures. 5 copies for tenant improvements.
- **Minimum sheet size 18" X 24"** (specs & calculations may be 8½" X 11")
- Good grade of single sheet plain white paper (no tape) for plans
- Indelible reproductions only, no pencil or red ink
- Signature of designer/engineer and stamp on first page of two of the plan sets. (IN INK, NO REPRODUCTIONS). All other sheets with different designer/engineer must also be a suitable signature and stamped. Signature of engineer/designer on calculations. Two sets to be ORIGINAL SIGNATURE. NO REPRODUCTIONS.
- **FOR ADDITION/REMODEL:** Clearly distinguish between new and existing work on () plot plan, () elevations, () floor plan, () foundation, () framing, () details

Plot Plan:

- Scale 1" = 10' or 20', 1/16", 1/8", 1/4" = 1' or other appropriate scale
- Entire property shown with dimensions of boundaries
- North arrow
- Topographic contours in vicinity of improvements (building, driveway, street & sidewalk elevations. (You may use base 100.) Contour interval normally 2' unless otherwise directed by Planning staff
- Building setbacks from all property lines, distance between buildings, % of lot coverage
- Off street parking, driveways (include driveway profile)
- All rights-of way and easements
- Handicap access (both on-site and in the structure)
- Proposed location of on-site sewer laterals, connections to existing sewer, clean-outs, manholes, etc.
- Indicate curbside improvements (sidewalks, curb & gutter, etc.)
- Existing r/w & pavement width of street(s) fronting the lot

Elevations:

- Scale: ¼" = 1'0" (1/8" scale alright on large structures)
- Four elevations, labeled North, South, East, West
- Ground elevations including finished and natural grades
- Height of structure

- Exterior finishes including trim

Floor Plan:

- Scale ¼" = 1'0" (1/8" scale alright on large structures)
- Dimensions & arrangement of rooms & partitions on each floor including basement
- Use of each room
- Square footage, heated and unheated areas
- Window and door schedule (may be on separate sheet)
- Handicap accessible features (may be combined with interior elevations)

FOR ADDITIONS AND REMODELS: Include existing floor plan, existing square footage, width of existing corridors, construction type, doorways, stairways (w/ dimensions), etc. as appropriate.

ELECTRICAL PLAN: Include location & amperage of service entrance sub-panels, location of appliances, lights, fixtures, outlets, equipment such as motors, controllers, etc. Use standard symbols as delineated in the *Architectural Graphics Standards*.

- An electrical schematic is required for all commercial/industrial applications. Identify home runs, wire size & type, breaker size on the plan set
- Provide load calculations.(Mandatory on 400+ Amp systems)

PLUMBING PLAN: Location of all fixtures, DWV, water and gas lines, (include size, slope, material), water heater/boiler

- A plumbing schematic is required for all commercial/industrial applications. On small jobs, you may use either a single line diagram or 30/60 isometric. On larger jobs, a 30/60 isometric is preferred. All schematics must be neatly produced in blueprint or Xerox form and drawn to scale. Contractors may not draw out systems on existing approved plans. Clearly distinguish between DWV, water and gas systems. Calculations are required for pipe sizing and you must demonstrate developed lengths and demand factors.
- All food handling establishments must demonstrate compliance with Sanitation Department requirements. Show location and type of grease interceptor/trap.

MECHANICAL PLAN: Include location of all HVAC, air handling hoods, etc. Indicate duct material and sizes

- A mechanical schematic is required for all commercial/industrial applications. On small jobs, you may use either a single line diagram or 30/60 isometric. On larger jobs, a 30/60 isometric is preferred. All schematics must be neatly produced in blueprint or xerox form and drawn to scale. Contractors may not draw out systems on existing approved plans. Use standard symbols and notations for each device. On highly complex systems, you may section drawings as appropriate for clarity.

COMMERCIAL HOODS:

- Obtain County Environmental Health approval on at least two sets of plans before submitting to City.

- Provide complete elevation and plan view (with proposed equipment) of system.
- Provide cross section view; indicate material type(s), shaft construction, extinguishing system, filters, grease rim & cup, lighting system, heights above equipment.
- Provide cut sheets on pre-manufactured hoods, exhaust fans, make-up air, interlocks, etc.
- Provide calculations for required flow.
- Indicate complete make up air system.

FIRE PROTECTION SYSTEM: Smoke detector/fire alarm, automatic sprinkler, smoke ejector, fire extinguisher and other fire systems must be indicated on the plan set. These designs are approved exclusively by Fire Department staff.

ELECTRICAL, MECHANICAL, PLUMBING PERMITS: Electrical, plumbing and mechanical permits for commercial structures will be issued only to contractors licensed to practice in the specialty. Only a licensed C-16 contractor may install fire systems.

Foundation:

- Scale: ¼" = 1'0" (½" scale may be used on large buildings)
- Layout of foundation wall & concrete slabs with dimensions
- Size and location of footings, posts, beams, air vents, access holes and integral piers
- A soils report is required unless waived by the Building Official
- Engineers calculations
- Under slab plumbing, electrical and duct runs
- Location, spacing and size of all reinforcement steel

Framing:

- Indicate size, spacing, material, species and grade of all wood members (STD grade is assumed unless otherwise indicated)
- Provide design information for metal studs. (Include ICBO report)
- Complete typical cross section of each major framing type
- Footing, foundation & finish grade in relation to framing
- Crawl space clearances, ceiling height
- All floor, wall, ceiling & roof framing with size and spacing of members
- Exterior frame elevation detail along major wall
- Lateral & seismic bracing details
- Roofing, roof sheathing and exterior wall materials
- Insulation
- Show positive cross-flow ventilation for under floor, attic and cathedral ceilings

FOR ADDITIONS: Show adequate structural ties between existing and new construction

Details:

- Scale: Suitable to fully explain the depicted detail
- High strength connections
- Rated floor/ceiling, t-bar ceilings, etc. assemblies
- Connections of framing members
- Nailing schedule for shear walls
- Footing, pier, grade beam (include connections to framing)
- Decks; framing layout and cross bracing
- Wood stoves and fireplaces (attach mfg's brochure, must be rated)
- Stairs, guardrails, handrails

Energy Conservation Requirements:

- Basic energy standards for non-residential buildings shall be the current Title 24 non-residential energy standards as adopted by the California Energy Commission for lighting, heating and cooling

Engineer's standard sheets may be used for submittal provided they are in conformance with those approved by the CEC

Engineering:

- Retaining wall over 4' in height or carrying surcharge
- Large load bearing beams, including glu-lams
- Large or high strength timber connections
- Non-standard foundations
- Spans exceeding 25 feet
- All trussed spans
- Buildings over two stories in height
- Buildings of steel frame construction
- Buildings of adobe construction
- Buildings of concrete or concrete block construction
- Swimming pools
- Buildings of other than standard construction practices

Erosion Control:

- Scale: Same as plot plan
- Details of existing and proposed drainage patterns
- Proposed run-off measures
- Revegetation proposal for all exposed soil surfaces, including cut and fill slopes
- Sediment containment measures and special precautions for winter grading operations (October 15 through April 15)

Floodplain:

- Structures which are located within a flood plain/way must demonstrate compliance with FEMA regulations for flood proofing. Indicate all control gates, backflow preventers on sewer line(s), flood proofing height on elevation, protection of electrical and/or mechanical equipment, etc.
- Provide elevation certificate (Flood proofing certificate is required prior to final)

Handicapped Access:

- Demonstrate full compliance with California Title 24 Accessibility Regulations.
- Architects and engineers are required to certify compliance with Federal access compliance law. (ADA and FHA as appropriate)

Landscape Plan:

- Completed landscape plan in accordance with approved nomenclature
- Irrigation plan
- Design and location of back flow prevention devices
- Landscape architect to sign landscape plan

Tenant Improvements:

- Scale: As appropriate
- Show intended use
- Show the unit(s) of the structure where improvements are intended
- Plans for all structural work (as required above) not included in the original permit for the shell
- Electrical, plumbing and mechanical (as required above) on separate sheets (See Electrical, Plumbing, Mechanical Plan Check requirements for commercial structures)

Services:

- Proof of water services by the City
- Proof of sewer service available from Public Works
- Approved location of gas and electric services by PG & E.

PLEASE NOTE:

- **A special inspection may be required for change of use of any building.**
- **For shell structures, indicate any finish schedule that will be covered by permit.**

NOTICE TO CONTRACTORS

**RE: Workman's Compensation Insurance
and City Business License**

We will verify State required **Workman's Compensation Insurance** prior to the issuance of any permit. In addition, the City requires all contractors, including sub-contractors, to have a current **City Business License**. Please have your insurance binder and license on file or ready to present at the time of permit pick up. If we cannot verify them, we cannot issue the permit, it's that simple.