

## Plan Submittal – New Commercial Buildings

Policy and Procedure No.: **B-04-02**

December 2019

### Purpose

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2019 CBC, 2019 GBSC, 2019 CPC, 2019 CMC, 2019 CEC, CFC, and 2019 California Energy Code), permits are required when buildings or structures are constructed, altered, repaired, moved, converted or demolished. Therefore, the following guidelines shall be reviewed before commencing any work.

### Online Electronic Submittal Required

- All plans and supporting documents shall be submitted electronically using the URL below. Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

### Plan Submittal for Construction

#### Quantity

- A complete set of plans must be submitted (“wet or electronic signed” and stamped by a State of California licensed architect or engineer), as well as a completed permit application form. The submitted plans will be distributed to the Building Inspection & Safety and Planning departments. Applicants shall make separate submittals directly to other local utility companies.
- A “wet or electronically signed” and stamped structural calculation report, geotechnical report and a letter of foundation design review.
- A Title 24 energy report (i.e. envelope, lighting and mechanical).

- Manufactured truss calculations and a truss review letter signed by the engineer of record

### Additional Requirements

- Building permits cannot be issued prior to the approval of improvement plans. On-site improvement plans must be submitted to Elk Grove Development Services Engineering under a separate cover. Contact **Development Services Engineering at (916) 627-3436** for submittal requirements, fees and timelines.
- A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from the CSD Fire Department located at 10573 E. Stockton Blvd, Elk Grove, CA 95624, by calling the **Cosumnes Community Service District Fire Department, at (916) 405-7100** or by visiting their website at [www.yourcsd.com](http://www.yourcsd.com).
- **Sacramento County Environmental Management Department** approval is required for food facilities as well as buildings served by wells and/or septic systems. Please contact **(916) 875-8484** to obtain plan approval prior to submitting plans to Elk Grove Building Inspection & Safety.
- **Elk Grove Unified School District** collects Developer Fees for new commercial construction. The fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building & Safety during the plan review process. For current fee rates please call **(916) 686-7711**
- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Payment of these fees must be made to the County prior to permit issuance. Fee compliance forms will be provided by Elk Grove Building & Safety during the plan review Process.

Please contact Technical Resources at (916) 874-6544 and Regional Sanitation at (916) 876-6100 for fee estimates.

## Plan Review Timelines

Allow a minimum of **10** business days for the first plan review and **7** business days for all subsequent plan reviews. Please allow between **24-48** hours from the plan review timeline for processing. *First plan review submitted by courier will **not** be accepted.*

## Minimum Plan Requirements

### Size

Plans shall be drawn to scale, fully dimensioned and legible on minimum 18"x24", 24"x36", and maximum 30"x42" sheets.

### Information

1. Cover sheet - legal job address and APN (assessors parcel number), name, address and phone number of owner, contractor, contact name, address and phone number, title and registration information of project design professional, description of work (including current applicable codes), type of construction, and occupancy classifications. If installing fire a sprinkler system gross building area (square footage per floor) must be provided as well as allowable area calculations, zoning and index of drawings.

**Shell Plans:** *Approved plans for shell only buildings do **not** constitute approval to occupy the premises. A separate and complete tenant improvement plan submittal and permit is required prior to occupancy of any building. Plans shall include ventilation, sanitation, exiting and other habitability (i.e. energy/lighting/ mechanical calculations) and occupancy issues addressed. If only a shell building review is desired, be sure to clearly state this on cover sheet of plans and that a separate review and submittal will be required before issuance of any future certificates of occupancy*

2. Plot plan (\*if submitted it shall be prepared by a registered civil engineer) - lot and building location indicating all setback distances to true or assumed property lines and easements; north arrow; location of easements, fire hydrants and other utilities; street and right-of-way identifications, access

roadways; location of gas/electrical/water meters, sewer/water lines, septic/well systems.

3. Grading and drainage plan (\*if submitted it shall be prepared by a registered civil engineer) - grade and pad elevations, ground slope drainage and topography; location of retaining walls.
4. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes and room finish schedules; proposed exiting system with all required exits/stairways/exit passageways clearly identified; area/occupancy load tabulations, identification and fire-rating listing details; shafts, floor ceiling/roof location and ratings.

Stair/handrail/guardrail/deck location and details; architectural and framing details including cross sections, bracing and support; suspended ceiling plan and legend; exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location to property lines), building height. Depict all interior and exterior handicap accessibility elements such as path of travel from public way to main building entrances, disabled parking stalls, signage, restrooms and door signage, equipment clearances/mounting heights.

5. Structural plans - foundation plan with footing/slab detail references, shear wall schedule and details reference location; floor framing plan; roof framing plan; framing details. When using pre-fabricated roof/floor trusses, manufactured calculations are required "wet or electronic" stamped and signed by the truss engineer; also include a truss-review letter signed by the engineer of record.
6. Mechanical, electrical and plumbing plans - complete electrical plans identifying size and location of main and sub-panels; location of electrical outlets, switches, lighting fixtures, exit signs; computed loads. Complete mechanical plans identifying size and location of all heating, ventilation and air-conditioning equipment; calculations for gas piping size; equipment schedule. Complete plumbing plans identifying size and location of all DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations.

**City of Elk Grove**  
**Development Services • Building Safety & Inspection**  
**8401 Laguna Palms Way • Elk Grove, California 95758**  
**Phone (916) 478-2235 Fax (916) 691-4757**  
**www.elkgrovecity.org**



## **Fees**

Due to the complexity of permit fees for new construction, it is recommended that you visit the Building Inspection & Safety counter to review all applicable costs such as development fees, building fees, etc.

## **Application Forms**

An Application for Permit form may be obtained from the City's website [www.elkgrovecity.org](http://www.elkgrovecity.org) or requested at the Building Safety & Inspection office located at:

*Address: 8401 Laguna Palms Way*  
*Phone: (916) 478-2235*  
*Hours: Monday through Friday*  
*8:00 am - 5:00 pm*