

Plan Submittal – New Commercial Buildings

Rev. May 2017

Purpose

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2016 CBC, 2016 GBSC, 2016 CPC, 2016 CMC, 2016 CEC and 2016 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.

Plan Submittal for New Construction

Quantity

***PLEASE DO NOT SUBMIT DOUBLE SIDED CALCULATIONS OR PLANS.**

- Six (6) complete sets of plans must be submitted (at least two must be “wet-signed” and stamped by a State of California licensed architect or engineer), as well as a completed permit application form and the plan check fees must be paid. 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.
- Three (3) sets of 8-1/2”x11” “wet-signed” and stamped structural calculation reports, geotechnical reports and a letter of foundation design review
- Three (3) sets of 8-1/2”x11” Title 24 energy reports (i.e. envelope, lighting and mechanical)
- Three (3) sets of 8-1/2”x11” manufactured truss calculations and a truss-review letter signed by the engineer of record
- Two (2) 8-1/2”x11” Green Point Rated Checklist. (editable version available online)
- Applicant must provide data (specifications) on materials used to show all 5 sections of

Chapter 5 of the 2016 California Green Standards Code. Describe paints, plywood’s, carpets, etc. and provide cut-sheets from manufacturer.

Additional Requirements

- Building permits cannot be issued prior to the approval of improvement plans. On-site improvement plans must be submitted to Campbell Public Works under a separate cover. Contact **Public Works** at **(408) 866-2150** for submittal requirements, fees and timelines
- A separate review for fire sprinklers is obtained from the local Fire Department. Plan submittal and fee information may be obtained from the SCC Fire Department located at 14700 Winchester Blvd., Los Gatos, CA 95032, by calling the **Santa Clara County Fire Department**, at **(408) 378-4010**.
- **Santa Clara County Health Department** approval is required for food facilities. Please contact **(408) 918-3400** to obtain plan approval prior to submitting plans to Campbell Building Inspection & Safety
- **The Unified School Districts** collect Developer Fees for new commercial construction. The fees are collected by the district prior to permit issuance. Forms will be provided by Campbell Building & Safety during the plan review process.
- **West Valley Sanitation District** collects infrastructure, sewer fees for new construction. Payment of these fees must be made to WVSD and yellow copy is given to the Campbell Building Department prior to permit issuance. Please contact **WVSD** at **(408) 378-2407** for fee estimates.
- **City of San Jose Department of Environmental Services** oversees fats, oils

and grease control program including the sizing of grease interceptor. Please contact (408) 945-3000.

Plan Review Timelines

Allow a minimum of 30 business days for the first plan review and 15 business days for all subsequent plan reviews. *First plan review submitted by courier will not be accepted.* An Application for Permit form may be requested at the Building Safety & Inspection office or at www.cityofcampbell.com

Minimum Plan Requirements

Size

Plans shall be drawn to scale, fully dimensioned and legible on minimum 18"x24", or 24"x36 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

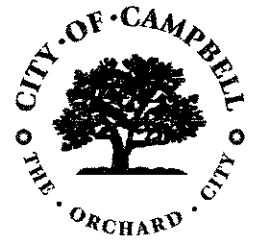
distances to true or assumed property lines and easements; north arrow; location of easements, fire hydrants and other utilities; street and right-of-way identifications, access roadways; location of gas/electrical/water meters and sewer/water lines.

- 3 Grading and drainage plan 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, **three (3)** sets of manufactured calculations are required "wet" stamped and signed by the truss engineer; also include a truss-review letter **(3)** 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

City of Campbell
Community Development Services • Building Safety & Inspection
70 N 1st Street • Campbell, California 95008
Phone (408) 866-2130 Fax (408) 866-8381
www.cityofcampbell.com



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.

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.