

NON-RESIDENTIAL PLAN SUBMITTAL CHECKLIST

THE FOLLOWING ITEMS (as applicable) SHALL BE COMPLETED OR PROVIDED PRIOR TO ACCEPTANCE OF plan SUBMITTAL

PLAN SUBMITTAL PERMIT APPLICATION:

- a. Submit a completed City of Santa Maria permit [application](#)
- b. Identify Building Owner, Lessee, Contractor(s), Designer.
- c. Identify building Type of Construction, i.e. V-N, III-N etc.
- d. Identify Total Building Square Footage and Tenant Improvement square footage.
- e. Identify total construction valuation.
- f. Provide accurate and concise description of work which permit is applied for.
- g. Submit a letter from the building owner granting permission to the City of Santa Maria Building Division to issue permits to lessee or lessees representative.
- h. Submit plan review fee as determined by the Building Official.
- i. **Submit three complete sets of construction drawings.**

CONSTRUCTION DOCUMENTS:

- a. Construction documents shall be to scale and accurately represent the proposed scope of work for which the permit is applied for.
- b. Construction drawings shall identify the name, address and telephone number of the building owner for which permit is requested.
- c. Construction drawings shall identify the name, address and telephone number of the tenant for which permit is requested.
- d. Construction drawings shall identify the name, address and telephone number of the building designer, architect or engineer responsible for the plan preparation.
- e. Construction drawings shall be accompanied by two copies of structural design calculations as warranted by the scope of proposed improvements
- f. Construction drawings shall be accompanied by two copies of energy compliance documentation as warranted by the scope of proposed improvements.
- g. Construction drawings involving demolition shall be accompanied with documentation showing that the National Emission Standards for Hazardous Air Pollutants (NESHAP) have been complied with. Contact the County Air Pollution Control District.
- h. Construction drawings involving food service establishments shall be accompanied with documentation showing that County Environmental Health Department Requirements have been complied with, i.e. two sets of approved plans.

- i. Provide a Building Code Data Legend on the plans which identifies Building Type of Construction; Occupancy Group Classification of building and tenant area; square footage of building and tenant area.

SITE PLANS:

- a. Provide a Site plan showing building footprint; property lines; building set-backs from property lines; north arrow; tenant space location; parking layout; trash enclosure, etc.
- b. Identify required handicap parking stall(s) serving the tenant. Show all existing or proposed striping, signs, off-loading zones, ramps, curb cuts and path of travel to area of remodel.
- c. If the proposed improvements effect services, identify applicable existing or proposed effected utilities such as sewer, water, natural gas and electrical. Document location, sizes and points of connection to effected services.

FLOOR PLANS:

- a. Identify all existing and proposed construction.
- b. Identify the use and sizes of all existing or proposed rooms.
- c. Identify location of all existing or proposed restrooms and show how they shall comply with California Disabled Access Regulations.
- d. Identify widths and heights of all existing and proposed doors and their swing, windows and their openings, stairs or steps, corridors, etc.
- e. Identify all existing or proposed plumbing fixtures.
- f. Identify all existing or proposed heating, air conditioning and ventilation equipment along with their name plate ratings and control locations.

CONSTRUCTION REQUIREMENTS:

- a. The area of specific alteration, shall comply with the provisions of the California Disabled Access Regulations. Additionally, accessibility compliance for handicapped persons must be shown beginning with the parking stalls, entrance to the building, path of travel to the remodeled area and restrooms serving remodeled area.
- b. As applicable, identify all materials and their strengths for proposed foundations, framing, structural steel, soils, etc.
- c. Provide construction sections and connection details of all proposed framing and insulation of walls, floors, ceilings and roofs showing attachments to supporting elements.
- d. Provide a reflected ceiling plan documenting existing or proposed ceiling construction, light fixtures, mechanical registers, fire sprinkler heads. etc.
- e. Provide construction details of proposed suspended ceilings showing supports, bracing and compression struts.

PLUMBING PLANS:

- a. Proposed construction involving installation or alteration of plumbing fixtures shall be accompanied by plumbing drawings showing modifications of waste, vent, water or natural gas lines.
- b. Proposed plumbing shall identify piping materials, piping sizes and point of connection of piping for all proposed plumbing or mechanical fixtures and equipment.
- c. Plumbing drawings shall provide a plumbing fixture schedule showing make, model and flow rate of proposed new plumbing fixtures and Btu/hr Requirements of gas fired equipment.
- d. For alteration of plumbing systems, provide waste, water and gas line pipe sizing, documenting existing or proposed service lines are sufficient to accommodate proposed system expansion.

MECHANICAL PLANS:

- a. Proposed construction involving installation or alteration of mechanical heating, ventilation and air conditioning (HVAC) equipment shall be accompanied by mechanical drawings showing installation or modifications of equipment curbs, equipment access, ducting, registers, economizers and controls.
- b. Proposed duct work shall identify ducting materials, duct sizes and point of connection to existing systems or new equipment.
- c. Mechanical drawings shall provide a mechanical equipment schedule showing make; model; heating and/or cooling efficiencies; heating and/or cooling input and output capacities; economizers; controls and volumetric flow rate (cfm).
- d. Proposed equipment requiring the installation of hoods, exhaust, and make-up air systems shall be accompanied by construction drawings showing hood and duct sizes, materials, clearances, supporting elements along with construction Requirements for fire-resistive shaft, air balancing, equipment curbs and fire suppression systems.
- e. Proposed new roof mounted mechanical systems shall be effectively screened and details of screen construction provided.

ELECTRICAL PLANS:

- a. Proposed construction involving installation or alteration of electrical circuiting, fixtures, sub-panels or services shall be accompanied by electrical drawings showing modifications to the electrical system.
- b. Electrical plans shall identify all proposed and required feeder and/or circuiting, wire sizes, wire insulation, conduit sizes and conduit materials.
- c. Electrical plans shall identify all proposed and required locations and mounting heights of all receptacles, switches, signs, controls, sub-panels, and services.

- d. Proposed new electrical services shall be undergrounded, have complying panel board clearances and accompanied by single line drawing showing voltages, phases, amperage, short circuit rating (aic), breaker or fuse rating and grounding of service.
- e. Addition of two or more electrical circuits shall be accompanied with panel circuit identification and panel load schedule showing existing sub-panels and/or service is sufficient to accommodate new circuit loads and phase balancing.

ENERGY DOCUMENTATION:

- a. Modifications to envelope boundaries of conditioned spaces shall be accompanied by Envelope Certificate of Compliance Forms ENV-1, ENV-2 and ENV-3, as applicable, documenting that the proposed modifications comply with the Building Energy Efficiency Standards.
- b. Modifications to space heating, air conditioning, ventilation and water heating systems shall be accompanied by Mechanical Certificate of Compliance Forms MECH-1, MECH-2, MECH-3 and MECH-4, as applicable, documenting that the proposed equipment or modifications comply with the Building Energy Efficiency Standards.
- c. Modifications to lighting systems located within conditioned spaces and exterior lights controlled from sub-panels located within conditioned spaces shall be accompanied by Lighting Certificate of Compliance Forms LTG-1, LTG-2, LTG-3 and LTG-4, as applicable, documenting that the proposed lighting or modifications comply with the Building Energy Efficiency Standards.

Envelope, Mechanical and Electrical Certificates of compliance shall be signed by the designer.

SPECIAL INSPECTION: Click on link below for instruction manual and forms.

[Special Inspection Manual and Forms\PDF of Certificates\Santa Maria Special Inspection Manual - 2008.pdf](#)

PLANS REQUIRING ARCHITECT OR ENGINEER: Click on the link below.

[Plans requiring architect or engineer stamp.pdf](#)