

This handout is designed for assistance in Commercial Plan Submittal to the Building and Safety Department. Exclusion of any of the following shall be deemed an incomplete submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2019 California Code of Regulations, Title 24 – Building, Electrical, Mechanical, Plumbing, Green Building Code, Fire, and California Energy Code.

**Submit seven (7) sets total – Seven (7) complete sets of fully dimensioned Structural, Architectural, Plumbing, Mechanical and Electrical Plans, along with two (2) sets of geotechnical reports and two (2) sets of precise grade plans.**

**All plans shall be submitted on minimum 24" x 36" size paper**

### **General Requirements**

1. All sheets of the plans and the first sheet of the calculations are required to be signed by the licensed architect or engineer responsible for the plan preparation. (Business & Professions Code 5802), (Business & Professions Code 5536.1, 5802, & 6735)

### **Cover Sheet**

2. Vicinity Map
3. Parcel number and Site Address
4. Business Name
5. Occupancy Type
6. Occupant Load
7. Type of Construction
8. Number of stories
9. Building Height
10. Floor Area in sq. ft.
11. Building data: Building Type of Construction, Square Feet of leased area intended use/occupancy, occupant loads, Building Code Data: 2019 California Building Code, 2019 California Electrical Code, 2019 California Mechanical Code, 2019 California Plumbing Code, 2019 California Green Building Code, 2019 California Energy Code, and 2019 California Fire Code.
12. List any flammable/combustible materials, chemicals, toxics or hazardous materials used or stored and total quantities or each, including MSDS reports.
13. Indicate if the building is has a fire sprinkler system.
14. Sheet Index

### **Plot Plans**

15. North Arrow
16. Property Lines/Easements
17. Street/Alleys
18. Clearly dimension building setbacks from property lines, street centerlines, and from all adjacent buildings and structures on the site plan.
19. Accessible parking/unload areas, curb ramps, exterior route of travel to the leased area entry door and at least one route to the public right-of-way.

20. Precise grading plans indicating surface grades, locations and details for all accessible walkways, parking stalls, access aisles, ramps, etc...

### **Floor Plans**

21. All wall lines to be indicated by double line
22. Fully dimensioned and to scale (3/16 inch per foot minimum)
23. Exit door locations, widths and direction of door swing
24. Wall legend. Show walls as existing or new, with references to wall construction details indicating heights, framing member size, spacing and material type, connections at top and bottom and top of wall lateral bracing method
25. Show all fixed elements of construction e.g. bathroom facilities, fixtures, cabinets, storage racks and/or shelves
26. Accessible features e.g. fixed customer service counters, including kitchen, dining or drinking bar counters, new bathroom facilities, access to new areas, features and elements.

### **Reflected Ceiling Plans**

27. Indicate the ceiling treatment, ceiling grid, and the placement of all light fixtures.

### **Section Views**

28. Walls and roof/ceiling finishes, complete occupancy separation and fire resistive construction if required, demising walls etc. For new conditioned spaces, section views shall indicate wall heights and insulation locations for walls and roof/ceilings.

### **Plumbing/Mechanical Plans**

29. System material types and sizes, waste/vent and potable water layouts or isometrics, plumbing fixture schedule, etc.
30. HVAC equipment location, distribution layout, material type and sizes fire/smoke control devices and activation.
31. Include a line of site detail showing new roof top equipment shielding.
32. Gas line diagram, material type, sizes and load demand.

### **Electrical Plans**

33. Interior Main Distribution single line diagram, panel location/schedule, and load calculations, etc.
34. Electric power and lighting plans, interior fixture schedule, illuminated exit signs and emergency illumination.
35. Title 24 Energy Electrical requirements including multi-level switching arrangements and automatic electrical lighting shut-off system.

### **Structural Plan/Foundation/Floor/Ceiling/Roof Plan and Details**

36. Structural design justification of the existing roof framing for new mechanical equipment exceeding 300lbs.
37. Foundation supporting elements and connections, reinforcement, slab and footing details, etc.
38. Structural frame plan(s).
39. T-Bar ceiling standard details and seismic restraints.



### Supplemental Information

40. Submittal to include two (2) copied sets of original shell building Title 24 Energy Calculations or new 8.5" x 11" Title 24 Energy calculations or Energy calculations as for newly constructed conditioned space.
41. Envelope or Mechanical for conditioned space as new construction or, as for an addition including, LTG (lighting) Energy calculations for new lighting with required forms copied to the full size plan sheets.
42. Separate submittals and permits are required for signs. Planning approval required prior to submittal to Building & Safety.
43. Fees are based on the City of Menifee Adopted Fee Schedule.
44. Restaurant/Food establishments must obtain approval from the County Health Department/Food Division, and the local water/sewer purveyor for grease waste interceptors.
45. All contractors/sub-contractors must show proof of State and City licenses and shall comply with SEC. 3800 of the Labor Code regarding Workers Compensation.
46. Applicant shall obtain all required clearances and/or approvals from Planning, Engineering, Fire and the appropriate water district(s) prior to issuance of any building permits.