



## **Commercial Plan Submittal Requirements Development Services Building and Safety**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Permit Number: \_\_\_\_\_

In order to expedite your plan review, please check your plan and the supporting documents to insure that the following information has been included. When you have verified each of the items, submit this form, the plan and the supporting documents to the Building Department.

Plans will not be accepted for review until all of the following are complete:

A complete permit application form

Two copies of the soils investigation report

Two copies of the structural calculations

Two copies of the "Statement of Special Inspection" prepared by the design professional

Energy analysis showing compliance with the 2006 International Energy Conservation Code

Two copies of Material Safety Data Sheets (MSDS) for flammable or combustible liquids or other hazardous materials (If requested)

Two copies of the plan

Title or Cover page including the seals and signatures of the design professionals

Site Plan

Setbacks:

Parking, including accessible stalls, vertical signage, access aisles, accessible routes, curb ramps and landings (The plan should clearly indicate the slopes of these items)

Permanent exit discharge to the public way

Code Analysis Summary:

Area of Building

Height and number of stories

Type of construction

Fire sprinkler system (Fire sprinkler and fire alarm plans must be submitted to the Santa Clara City Fire Department for review and approval)

Occupancy classification

Occupant load

Floor Plans:

Drawn to scale (1/8" = 1' or larger)

Clearly indicate the specific uses of each room, area or space

Locations of Fire Barriers, Fire Walls, Fire Partitions, and Smoke Barriers

Locations and types of Fire Stops and/or methods used to protect through and membrane penetrations of fire-resistive assemblies

Elevations for each side of the building

Wall/Building Section Drawings

Detail Drawings

Schedules for doors and windows, etc.

Specifications

Electrical Plan

Plumbing Plan

Mechanical Plan

Note: Additional information may be required and will be identified during the Building Department Plan Review.

When the plan review is complete and the plan has been approved, prior to the issuance of the building permit, copies of the plan and supporting documents (structural calculations, specifications, etc.) must be provided on a CD, in .pdf format.

My signature below indicates that I have carefully reviewed the submitted documents and verified that all of the items above have been included. I understand that failure to provide any required information will delay the processing of my permit application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date