



# COMMERCIAL BUILDING CHECK LIST

Building Department

1480 Main Street

St. Helena, CA 94574

(707) 968-2657

For additional information, forms & documents please visit us on the web at: <http://www.cityofsthelema.org/content/building>

All items below are required at time of submission for new construction and additions. Together with the items in the "Forms and Documents" section below, they make a complete set. More detailed information is on the following pages.

- Title Page - Include all required information
- Site Plan –setbacks, easements, sewer & water lateral shown
- Foundation Plan & Footing Details (if applicable)
- Floor plan - Existing and Proposed
- Floor framing Plan
- Framing Plans & Details
- Roof Framing Plan
- Elevations - All 4 sides
- Cross Sections
- Window & Door Schedule\*
- Electrical Plan\*
- Plumbing Plan\*
- Mechanical Plan\*
- Energy Compliance and Calculations Report (if conditioned space)
- MWELo Compliance Drawings

\* May be shown on the floor plan if appropriate

## Number & Size of Drawings

### ■ 3 Complete Sets of Plans

Your drawings must be on 24" x 36" paper, drawn to scale using English measure, and signed by the architect, engineer, draftsman, or person who drew them.

Smaller sizes may be allowed with prior permission, however, **larger paper sizes will not be accepted.**

Plans must be submitted collated and bound by a maximum of three staples. Please do not use multiple staples *within* the same plan set.

**PROVIDE A 4" X 4" CLEAR AREA ON THE BOTTOM RIGHT SIDE OF EACH DRAWING FOR CITY APPROVAL STAMP.**

## FORMS & SUPPORTING DOCUMENTATION

All forms and documents below are required with your submittal.

- Completed Building Permit Application
- Construction Waste Management Plan (CWMP)
- Geologist/Soils Report or provide Soils Waiver Request Form
- Fire sprinklers are required for all new commercial projects. Fire sprinklers are required for additions increasing square footage by 50% or more; alterations removing 50% or more of the ceiling material; or a combination of addition and removal of ceiling material. Fire sprinklers are a concurrent submission (under separate application). A set of architectural plans, paper or digital, are also required.
- Structural Calculations
- Stormwater Requirements Applicability Checklist (PW)
- Design Detail Form

Some projects may require some or all the listed additional documents below and/or additional documents not listed.

- Truss Calculations
- Deferred submittal form
- Special Inspector Letter of Hire and List of Qualifications
- Agent Authorization Form
- Soils Waiver Request Form
- Encroachment permit (PW)
- Grading permit (PW)
- Tree Permit (PW)
- User, Impact, and SHUSD fee schedules

■ **Completed and signed “Building Permit Application”. Each structure requires its own application.**

■ **Plan Requirements:**

- Completed “Design Detail Form” attached to the front of each set of plans.
- Plans shall be drawn to scale (1/4" = 1'-0" min. excluding site plans), fully dimensioned and legible and printed on paper a minimum size of 11" x 17" to a maximum of 24" x 36", depending on the scope of the project. Plans on larger than 24"x36" will not be accepted.
- Drawings submitted for permit shall be intended for construction. Plans stamped/marked “not for construction”, “permit only”, “preliminary”, or similarly stamped will not be approved for issuance or reviewed for code compliance.
- 3 sets of plans, stamped and wet-signed by the architect or engineer, or wet signed by the design professional.
- Provide a clear boxed area on the plans, a minimum of 4" wide by 4" in the same position on the bottom right side of each plan sheet for the purpose of the City of St. Helena approval stamp(s).
- 2 sets of structural calculations, stamped and wet-signed by the engineer (if applicable).
- 2 sets of “Energy Compliance and Calculations Report” (if applicable).
- A completed Construction Waste Management Plan (CWMP).
- 2 sets of “Geotechnical Investigation/Geologist Report/Soils Report” (if applicable).
- “Stormwater Requirements Applicability Checklist”.
- Deferred Submittal Request Application (if applicable). Note: Fire sprinklers are a concurrent submission, not deferrable.
- Other forms, reports, documents, or items as needed or required for your project.

■ **Title Page:**

- Legal job address, Assessor’s Parcel Number (APN), and a page index.
- Names, addresses, phone numbers, and emails of property owner, contractor, design professionals and consultants, with titles and license/registration numbers.
- Vicinity map with north arrow.
- Written description with scope of work for the project.
- Structural design criteria for the proposed structure specified.
- Building occupancy classifications.
- Note zoning district (i.e. medium density residential, low density, woodlands and watersheds, etc.).
- Type of construction - (Wood - Type V), (Nonrated - B), (Fire Rated-A).
- Square footage per floor of structure with identified separate uses.
- Itemized building square footage per area (existing, to-be-demolished, alteration, addition, garage, porch, deck, hardscape etc)
- Note if the structure is to be fire-sprinkled or not.
- Building code compliance statement - i.e. “These plans comply with the 2013 California Residential and Building Code Series”.
- Building height
- List pre-approved deferred submittals (if applicable). Note: fire sprinklers cannot be deferred.
- Pre-construction impermeable surface and post-construction impermeable surface.
- Provide a code analysis of building design.
- Wildland-Urban Interface area \_\_\_\_ Yes \_\_\_\_ No

### ■ Site Plan Requirements:

- Drawn to a site specific appropriate scale to show the entire site (note: an additional detailed site plan may be required to communicate the scope of work).
- Sewer and water lateral lines and connection points, sewer cleanout, water meter location, utility easements including gas and electric meter locations, fire hydrants, location of water tanks intended for fire suppression, locations of wells and septic/leach fields dimensioned between them (the well and the septic/leach fields), and in relation to all existing and proposed structures including swimming pools, other easements (well, septic etc.) where applicable, and rights-of-way.
- Any flood-zone/plane definition lines. Include waterways and riparian areas with dimensions to structures from top of bank, include FEMA flood-zone and panel number
- Topography/contours (if applicable) depicting spot elevations at top of curb, proposed finish floor elevations and 1' contours of the property.
- Roads and access areas (dimensioned) indicating new and existing, if applicable, with a north arrow.
- All structures on property (existing, proposed, any to be demolished) with distance to property lines and with distances between structures.
- Accurately identify the location, species, and size of each tree (or significant vegetation) with drip lines and note protection measures.

### ■ Civil/Grading Plan Requirements:

- Grading and drainage plans.
- Erosion and sediment control plan (ESCP), and best management practices (BMP) noted.
- Civil details. Include on plans if structure is on City water and/or sewer or if is proposed to be.

### ■ Floor Plan Requirements:

- Show complete floor plan for each level with square footage summaries (habitable/conditioned, garage, accessory etc.). Show existing and proposed if applicable.
- Must have complete dimensions, ceiling heights, and be labeled with proposed uses.
- Location and labeling of all appliances (gas vs electric, ranges, water heaters, etc.).
- Door and window type and size, all fixtures, cabinets, and equipment must be shown.
- Location of attic access in hall and/or other similar readily accessible area(s).

### ■ Roof Plan Requirements:

- Specify class "A" roofing as well as the proposed underlayment.
- Dimension all varied roof overhangs.
- Show the building footprint as a dashed line and the outline of the roof (including all hips, valleys, and ridges) as a solid line.
- Location of downspouts, roof penetrations, flashings, and crickets.
- Roof slope or pitch.

### ■ Exterior Elevation Plan Requirements:

- Show all sides of exterior building elevations.
- Building height from average grade of building to mid-point of the highest roof.
- Roof and wall construction materials, fireplace height and materials, roof pitch and overhang.
- If in the "Woodlands and Watersheds" zoning designation check with Building Official and Fire Marshall for special requirements. Provide Wildland-Urban Interface materials if applicable (detailing of exterior walls or assemblies for manufactured products, special siding or venting)

■ **Building and Wall Sections, and applicable details:**

- As required to convey the proposed construction.
- Indicate framing and insulation consistent with that specified elsewhere in the plans.
- Indicate job specific details referenced to the building and wall sections.

■ **Architectural and/or structural construction notes and schedules (as applicable):**

- Provide general construction notes, door schedules, window schedules, etc.

■ **Foundation Plan Requirements:**

- Fully dimensioned foundation plan. Including distance to property line and between existing and proposed structures.
- Foundation/structural detail references identified on the foundation plan.
- Type and location of all hold-downs consistent with shear wall locations and anchor bolt spacing with applicable schedules or clear notations identifying various bolt spacing conditions, note type of bolts when in contact with preservative treated sole plates. Include bolt and washer size.
- Post sizes of all columns supporting concentrated loads.
- Foundation elevation changes throughout drawings.
- Footing size dimensions and depths.

■ **Floor Framing Plan Requirements:**

- Provide span, size, species, and grade of framing joists and girders.
- Identify shear wall types and include related schedules.
- Identify the finished floor elevation and all floor elevation changes.
- Specify framing connection requirements including shear transfer detailing.
- Identify location of underfloor access with framing detail.

■ **Roof Framing Plan Requirements:**

- Provide span distance, size, type, grade of material, engineered material for headers, beams, rafters, joists, trusses, and over-framing.
- Specify framing detail for heater space in attic and skylights as applicable.
- Label all framing hardware.
- For trusses, provide labeled truss profiles of all truss types, indicate a labeled truss layout with each truss type and spacing. This is required even if the truss engineering is a pre-approved deferral (see "Deferred Submittal Request Application").

■ **Structural Calculations and Details:**

- Provide complete calculations with gridlines coordinating with the plans all beams, posts, shear walls, and connections as required to describe the project completely including all truss types and layout (even if pre-approved deferred submittal).
- Shear wall detail information.
- Mechanical attachments required.
- Identify load paths, and point load details if applicable.
- Engineering calculations may be required based on building design

■ **Mechanical Plan Requirements:**

- Provide HVAC equipment specifications, duct distribution layout, sizing, type including return/supply/hydronic or other, and applicable insulation ratings, consistent with Energy Compliance Report.

■ **Plumbing Plan Requirements:**

- Water, and drain/waste/vent (DWV) line distribution with fixture units, material type, and pipe sizing.
- Locations of all required cleanouts.
- Specify the materials to be used for the installation of gas, water, drain/waste/vent (DWV) lines.
- Gasline distribution with fixture units, material type, and sizing (calculate water heater min. 200k BTU's).
- Provide the gasline size, length, and height for each section (isometric).
- Provide the location of all fixtures and their BTU count (isometric).
- If the line is connected to a propane tank indicate tank storage capacity (and locate on the site plan).

■ **Electrical Plan Requirements:**

- Electrical load calculations to establish required size of main panel.
- Receptacle and lighting placement.
- Labeling of special hardware required, such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, meter, main-panel and sub-panel locations.
- General notes for a proper electrical installation.
- One-line diagram and electrical calculations for all 400 amp services or larger. Services over 400 amps will require plans, calculations, and one-line diagram to be prepared by an electrical engineer. Panel load calculations shall be sized based on demand.
- Grounding system, conductor, size, and location.
- Water, and gasline bonding with size of bonding conductor.
- Required EVC circuit minimum 40 amps and raceway.
- Dedicated circuits, wire size, and type.
- Locations of all energy efficient fixtures and types.

■ **California Green Building Standards Code (Residential Mandatory Measures):**

- Incorporate mandatory measure checklist on the plans and indicate throughout where the measures are applicable and note measures.

■ **Geotechnical Report**

■ **Energy Compliance Documentation**

■ **Special Inspection Letter of Hire and List of Qualifications** (NOTE: ARCHITECTS AND ENGINEERS MAY PERFORM THESE INSPECTIONS ON THEIR PROJECTS, EXCEPT FOR CONCRETE TESTING OVER 2500 PSI, HOWEVER, THIS MUST BE NOTED ON THE PLANS AT SUBMISSION).

■ **Construction Waste Management Plan**

■ **MWELO Compliance Drawings**

■ **Encroachment Permit Submittal**

■ **Grading Permit Submittal**

■ **Sewer Annexation Submittal (approval by City Council required)**