

NEW COMMERCIAL BUILDINGS Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for new commercial buildings. Current code regulations and local ordinances require building permits when buildings are constructed, altered or improved. The following guideline shall be reviewed before commencing any work.

Additional Agency Approvals

Planning

Contact the **Planning Division** at **(925) 833-6610** for zoning requirements and the entitlement process prior to submittal of plans.

Dublin San Ramon Services District

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply for DSRSD approval, visit:

https://selfservice.dsrds.com/EnerGov_Prod/SelfService#/home. If this is the first time visiting the site, you will need to sign up for an account. You can find the instructions here: <https://www.dsrds.com/do-business-with-us/planning-and-permitting> under DSRSD Requirements “How to register” and “How to apply for review”. Please contact DSRSD directly for additional information and questions by email at plansubmittals@dsrds.com or by phone at **(925) 828-0515**.

Plan Submittal for Construction

- To submit for a permit the following information must be completed electronically through <https://dublin.ca.eprocess360.com>.
 - Please request via permits@dublin.ca.gov a copy of the instructions to submit and upload your plan submittal.
 - A completed permit application worksheet. [Permit Application Form](#)
 - Contractor’s City of Dublin Business License must be current.

- Architectural and structural plans, stamped and signed by the licensed design professional.
- Structural calculation sets, stamped and signed by the licensed professional.
- Truss calculations (as applicable) and review letters by design professional.
- Special Inspection & Testing Agreement form completed and signed by all parties.
- Title 24 energy calculation sets signed by energy designer and owner.
- Geotechnical reports.
- Health Department approved set required for food service facilities.
- Waste Management Plan
 - Required when the total project valuation is greater than or equal to \$100,000.
 - Projects with a total project valuation greater than \$1,000,000 require a signed Performance Security Agreement.
- Complete permit application.
- Plan check fees payment.

Only plans prepared by a California licensed professional (architect or engineer) will be accepted for commercial projects.

Minimum Plan Requirements

Cover Sheet and / or Site Plan

- Legal job address name / address, phone number of property owner, contractor, contact person / name, address, title and registration information of project design professional(s) / description of work / applicable codes, type of construction, occupancies / square footage of improvement area / fire sprinkler system / sheet index.
- Site plan identifying location of new building / site accessibility elements clearly marked for compliance as required for new buildings (e.g., from public transportation to the public sidewalk; from the accessible parking stall to the main entry; at all

exterior exit doors; parking details, signage, curb ramps, main entrance, etc.).

Checklists (Mandatory)

The following must be reproduced on plans:

- Conditions of Approval checklist indicating how design meets each condition.
- Security Code for commercial buildings.
- Green Building checklist.
- Any deferred submittal items.

Civil and Landscape Plans (for reference)

- Attach and indicate 'For Reference Only' if previously approved by Public Works.

Architectural Plans (drawn to scale)

- Floor Plan - identify all rooms and uses / wall legend / door, window, finish schedules / reflected ceiling plan / architectural details.
- Means of Egress Plan - occupancy calculations / occupancy separations / allowable area analysis / details of fire-rated assemblies.
- Details - stairs / handrails / guardrails / ramps / all accessible elements and fixture clearances.
- Exterior Elevations - identify construction materials / colors / exterior wall covering / building height.
- Roof Plan – roof covering details / roof drain calculations / equipment location.

Structural Plans (drawn to scale)

- Floor framing plan.
- Roof framing plan.
- Structural frame details.
- Manufactured truss diagram (two calculation sets stamped and signed by design professional).
- Foundation plan.
- Structural calculations and details for storage racks over 8-ft in height.
- Structural calculations and anchoring details for equipment greater than 400-lbs.

Mechanical / Electrical / Plumbing Plans

- Mechanical Plans – identify all supply and return air registers / HVAC equipment size and location / fire-smoke dampers / equipment schedule / gas piping calculations.
- Electrical Plans – identify size and location of main and sub-panels / electrical outlet receptacles, switches, lighting fixtures / exit signs / single-line diagram / load calculations (required for major alterations).
- Plumbing Plans - size and location of DWV / water and gas supply piping size / material schedule / grease interceptor location and capacity calculations.

Title 24 Compliance

- Complete energy documentation and required calculations / All appropriate forms, filled out, signed, reproduced on plans.
- Climate Zone: 12

Fire Protection Systems

Separate plans and permit application must be submitted directly to the **Fire Prevention Bureau** at the Community Development Department's front counter. For specific submittal information please call directly at **(925) 833-6606**.

The City of Dublin has adopted the following codes and amendments:

2019 California Residential Code (2018 IRC)
2019 California Building Code (2018 IBC)
2019 California Mechanical Code (2018 UMC)
2019 California Electrical Code (2017 NEC)
2019 California Plumbing Code (2018 UPC)
2019 California Fire Code (2018 IFC)
2019 California Energy Code (2019 Energy Standards)
Windload design factor: $V_{ult} = 93$ mph, exposure based on geographical location
Seismic design category: D₂

Plan Check Time

Allow for 15 work days on each submittal.

Permit Issuance

Notification will be made by the Administrative Aide once the plan review is completed and approved. An appointment is scheduled with the applicant to issue the building permit and the following items will be necessary:

- Prior approval of the Waste Management Plan and/or Performance Security Bond.
- Proof of payment from Dublin Unified School District.
- Proof of City of Dublin's business license.
- Proof of contractor's license (for contractors only) and Worker's Compensation insurance.

One set of approved plans will be returned to the applicant to be maintained at the construction site until the final inspection has been made. The Building & Safety Division will keep a set on file. The third set will be forwarded to the County Assessor's Office.

Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on plan check, building fees, and school district fees. Project information such as valuation cost, square footage areas, and type of construction are necessary to provide estimates on fees.