



COMM SUB		
<b>B</b> SECTION	FORM NUMBER	<b>2013 CBC</b> CODE CYCLE
<b>01/01/2011</b> EFFECTIVE DATE		<b>10/01/2014</b> REVISION DATE

**COMMERCIAL SUBMITTAL INFORMATION**

The following information provides guidance to the applicant by outlining the **minimum requirements** for plan submittal for residential projects. This information will help minimize the processing time period.

**Please Note: hand-written information will not be accepted**

**DOCUMENTATION**

**PERMIT APPLICATION:** Your application form must include all proposed work. Include a contact person and complete description of work.

**PLANS:** For exterior site AND interior work, four (4) complete sets of plans are required. For interior work and building facade work, three (3) complete sets of plans are required. Plans shall be printed on 24" X 36" sheets. An "OK for plan review" by the Planning Division is required prior to Building Division submittal. Plans must follow standard drafting conventions and be complete. Typical plan scale is 1/8" for site plan & plot plan and 1/4" scale for floor plan, elevations, sections, etc.

Commercial plans may be drawn by a licensed Architect or Engineer, or Unlicensed Person, as authorized by the Building Professional Design Limitations. **Please refer to the "Who Is Authorized to Prepare Plans" Building Division website tab or handout for clarification.** Plans that are not legible may be rejected prior to plan review. All plans shall be signed by the person(s) preparing the plan.

**TITLE 24 ENERGY ANALYSIS:** Two (2) complete sets of 8 ½ x 11 cut sheets, or complete sets attached to plans, of registered energy calculations are required for submittal. \*PLEASE NOTE\*: Energy calculations must be registered online prior to plan submittal if a HERS rater is required.

**ADDITIONAL DOCUMENTATION (If Applicable):**

**STRUCTURAL CALCULATIONS:** Two (2) copies of the supporting calculations, wet stamped and signed.

**SOILS REPORT:** Two (2) copies required for proposed new structures

**SITE SURVEY:** Required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer (Cannot measure boundaries from the fence).

**UNREASONABLE HARDSHIP APPLICATION:** Projects needing hardship consideration from Title 24 accessible requirements will require a completed hardship waiver application and approval by the Building Official.

**LOS ANGELES COUNTY HEALTH DEPARTMENT:** Plan approval is required for Food Service Establishments. Approved "City" set shall be submitted at time of permit issuance.

**PLAN INFORMATION:**

**BUILDING DATA** must be provided on the title sheet. Include the following information:

- Project address.
- Owner's name and address.
- Name, address and telephone number of person who prepared the plans.
- The Legal description (A.P.N.).
- Occupancy group and occupancy load.
  - A change of occupancy shall be stated on plans
- Type of construction.
- Floor Area calculations, including new and existing areas
- Site area percentage and coverage

**CURRENT BUILDING CODES** must be noted on plans:

- 2013 California Building Code (CBC)
- 2013 California Mechanical Code (CMC)
- 2013 California Plumbing Code (CPC)
- 2013 California Electrical Code (CEC)
- 2013 California Green Building Standards Code (CGBS)
- 2013 California Energy Code (CEC)
- City of Downey Municipal Codes

**PROJECT DESCRIPTION** and/or **SCOPE OF WORK** must include a square footage breakdown of the areas affected by the proposed project. If there is a change of occupancy, please state. The plan description must also match the application description. An example of the square footage breakdown would be:

- New office addition *SF*
- New warehouse *SF*

- Proposed tenant improvement to create offices *SF*
- Proposed tenant improvement to create restrooms *SF*
- New roof framing tie-in *SF*
- Etc....

### **ADDITIONAL PLAN INFORMATION:**

- Cover sheet with Vicinity Plan and drawing index
- Site Plan and/or Plot Plan
  - If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.
  - Conditions of Approval, if applicable
  - State if a sprinkler system is installed
  - Deferred Submittal items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items are not approved for deferred submittal.
- Roof Plan
- Floor Plan
  - Show the proposed floor plan that includes the existing walls to remain, demolished walls, unless a detailed demolition plan is included, and the new walls.
  - Wall legend
    - Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls.
    - Existing walls with the drywall removed are considered part of the area of renovation.
  - Window and Door Schedule
  - Construction Section(s)
- Demolition Plan
- Foundation Plan
- Elevations of all sides, or of sides where changes are proposed
  - Show maximum height from the top of the curb
  - Show all doors and windows match floor plan layout
- Architectural and Structural details
- Details of Occupancy Separation and Fire Rated Construction, if applicable
- Reflected Ceiling plan
- Mechanical Plan if applicable, detailing the following:

- Locations of heating, cooling and ventilating equipment.
- Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
- Duct layout showing size, duct gauge (if metal) and register locations.
- Product - conveying dust system in compliance with the 2013 CMC, Chapter 5.
- Chiller should be enclosed in a machinery room as required by the 2013 CMC, Chapter 11.
- Commercial hood and kitchen ventilation system in compliance with the 2013 CMC, Chapter 9.
- Exact sizes and locations of combustion air openings or ducts should be shown per the 2013 CMC, Chapter 7.
- Show outside air minimum of 15 cubic feet per occupant.
- Show condensate drain location and approved receptor.
- Plumbing Plan if applicable, detailing the following:
  - Waste and vent system.
  - Domestic water system.
  - Condensate system.
  - Fuel gas-piping system.
  - Medical gas system.
  - Private sewage disposal system.
  - Grease interceptor.
- Electrical Plan if applicable, detailing the following:
  - Provide power, lighting, circuiting and switching single-line diagram on the plan.
  - Reflective Ceiling plan including the locations of exit signs.
  - Electrical panel schedules and load schedules.
  - Show the location of all receptacles and outlets +15" min. and 48" max height.
  - Indicate circuit designators near outlets and identify the home runs.
- Accessibility Plan if applicable, detailing the following:
  - Accessible parking compliance. Show the total number of parking, accessible and accessible van parking spaces provided.
  - Exterior path of travel.
  - Building entrances and interior path of travel compliance.
  - Accessible compliance of the improved or altered area.
  - Facilities serving the improved or altered area, including restrooms, telephones and drinking fountains.
  - Details of any required signage.
  - Dimensions of the accessible requirements for the fixtures on the plans.

- Detail the accessible counter 28” – 34” high & a minimum of 36” long.
- Detail the 32” clear openings at doors.
- Note all egress hardware including any panic hardware, fire doors, closers and lever handles.
- Note **one** of the following conditions on the plans:
  - **“Existing, Fully Accessible Restroom”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions.
  - **”Existing Restroom to be Made Fully Accessible”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying and non-complying conditions and the alterations necessary to provide compliance.
  - **”Existing Restroom to be Partially Accessible”**: Plans must demonstrate via dimensioned floor plans, details and notes to show complying conditions for non-complying conditions, which non-complying conditions are to be made to comply and the alterations necessary. This condition is allowed only when the application for Unreasonable Hardship has been approved by the Building Official.

#### **NOTES:**

Plan shall include an NPDES note on the site plan: ***“The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.”***

Additional information may be required dependent on the specific scope of the project. Approvals and review may be required by the Los Angeles County Health Department, Los Angeles County Sanitation District, or the South Coast Air Quality Management District (SCAQMD).