



### Commercial Building Checklist (CD-B211)

INFORMATION TO INCLUDE:	NEW – NEW BUILDING	RML- REMODEL	ADD – ADDITIONS	TI – TENANT IMPROVEMENT
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DOCUMENTS		NEW	RML	ADD	TI
	Agent Authorization Form (CD-B101)	▲	♣	●	◆
	Waste Management Plan Application if construction valuation > \$200,000	▲	♣	●	◆
	Folsom Cordova United School District Form (CD-B103) with Part 1 Completed	▲		●	
	Sacramento Regional County Sanitation District (SRCSD) receipt	▲	♣	●	◆
	Air Quality (SMAQMD) Form (if demolition area is larger than 160 sq. ft.)		♣		◆
	Environmental Health Receipt (swimming pools, food storage or prep, body art facilities)	▲	♣	●	◆
	Folsom Fire Department Statement of Intended Use Form	▲	♣	●	◆
	Planning Approval/Exemption Letter and plan associated with approval	▲	♣	●	◆
	Apply for separate Encroachment Permit	▲			
	Apply for separate Tree Permit (if impacting any Protected Trees)	▲		●	
	Structural Calculations	▲	♣	●	
	Soils Report	▲			
	Special Inspection Form (if applicable per CBC Chapter 17)	▲	♣	●	
	Equipment Specifications, cutsheets and installation instructions manuals	▲	♣	●	◆
	MWEL Submittal Checklist and Compliance Statement signed and dated by applicant	▲	♣	●	
DRAWINGS					
Cover Sheet					
	Project name, address, detailed description of work, and sheet index)	▲	♣	●	◆
	List of all items to be deferred such as stairs, trusses, fire alarm/sprinkler systems, storage racks, etc.	▲	♣	●	◆
	Complete Code Analysis including Construction type, Building Area Analysis with breakdown of areas based on Occupancy. Classification/Use and Specify Occupant Load.	▲	♣	●	◆
	Total square footage of conditioned/unconditioned space	▲	♣	●	◆
	Map showing location of site or location of work within current building footprint	▲	♣	●	
	Type of construction and if fire sprinklers/alarm are required	▲	♣	●	◆
	Licensed design professionals stamp and signature on all documents	▲	♣	●	◆
Plot Plan					
	North Arrow, size and points of connection to sewer, electrical, gas, water lines at property line and building	▲	♣	●	◆
	Lot dimensions and building separation from property lines	▲	♣	●	◆
	Exterior Occupancies – Dimension Area, specify Occupancy Classification/Use, Occupancy Load, show egress, lighting fencing, gates, hardware, etc.	▲	♣	●	◆
	Dimensions to all new/existing improvements (retaining walls, parking, sidewalks, planters, trash enclosure, fencing, tallow bin storage, etc.)	▲		●	
	Parking analysis and layout showing accessible and EV spaces and disabled path of travel	▲	♣	●	◆
	Accessible parking spaces, accessible path of travel, signage details for disabled access	▲	♣	●	◆
	All exterior lighting location and photometrics	▲		●	
	Note any signage that requires a separate sign permit	▲		●	◆
Grading/Sitework Plan (if a separate grading permit was not issued)					
	Existing/proposed topography lines, pad elevations, cut/fill quantities, drainage	▲		●	
	Storm water pollution prevention plan	▲		●	
Tree Protection Plan (if required by a tree permit)					
	Site plan showing the proposed improvements	▲		●	
	Locations of all protected trees on/near the project site, illustrated by their Tree Protection Zone	▲		●	
	Each tree to be identified by its tree tag number	▲		●	
	Locations of Tree Protection Zone fencing and soil/trunk protection methods	▲		●	
	Project arborist contact info included on the plans	▲		●	



### Commercial Building Checklist Cont. (CD-B211)

	NEW	RML	ADD	TI
<b>Landscape Plans</b>				
Site plan delineating all landscaped planter areas, identifying all plant material and WUCOLS rating	▲		●	
Planting design plan identifying layout of plant material with plant list and WUCOLS ratings	▲		●	
Irrigation design plan identifying irrigation layout and hydrozones with schedule and legend	▲		●	
Water budget calculations	▲		●	
Planting and irrigation details	▲		●	
<b>Architectural Plans</b>				
Floor Plans, Roof Plans, Elevations, Cross Sections	▲	♣	●	◆
Window / Door schedule including size, type and any fire-rating or tempered glazing	▲	♣	●	◆
Location of storage racks if over 5'9" tall	▲	♣	●	◆
Egress Analysis Plan, Exit Plan, Exit Signs and Tactile Exit Signs	▲	♣	●	◆
Accessible Restrooms Layout	▲	♣	●	◆
Door hardware schedule including any fire rating and mounting height	▲	♣	●	◆
Ceiling plan and suspended ceiling plan	▲	♣	●	◆
Parapet screening information to hide roof mounted equipment	▲			
<b>Electrical Plans</b>				
Light fixture schedule including type and fixture load	▲	♣	●	◆
Single Line Diagram showing lighting and receptacle layout and circuitry, electric service panel	▲	♣	●	◆
Equipment location and schedule including voltage and demand	▲	♣	●	◆
Power plan noting sizes and locations of equipment disconnects, service receptacles, panels, and sub panels	▲	♣	●	◆
Load calculations per NEC based on square footage and actual load and name plate rating	▲	♣	●	◆
Wire and conduit size	▲	♣	●	◆
Roof/Ceiling/Floor/Wall penetration details and specifications	▲	♣	●	◆
<b>Mechanical Plans</b>				
Mechanical Equipment Schedule, size and specifications	▲		●	◆
Plan showing location and size of HVAC equipment, ductwork, plenums and register	▲		●	◆
Location of thermostat, fire/smoke dampers and duct smoke detector (if applicable)	▲		●	◆
Condensate drainage and outside-air ventilation setting requirements	▲		●	◆
Commercial kitchen hood details, fire-rating, exhaust and venting system.				◆
Energy Code- Mechanical and Envelope Compliance Documentation	▲	♣	●	◆
Roof/Ceiling/Floor/Wall penetration details and specifications	▲	♣	●	◆
<b>Plumbing Plans</b>				
Plumbing Fixture schedule	▲	♣	●	◆
Single line diagram showing drawing, waste, vent systems and the water distribution systems	▲	♣	●	◆
Single line diagram showing gas system including materials, size and lengths	▲	♣	●	◆
Pipe size calculations (D, W&V, Water and Gas)	▲	♣	●	◆
Grease trap or interceptor calculations, specifications and location on plans (if applicable)	▲			◆
<b>Structural Plans</b>				
Cover page with design criteria construction materials and specifications	▲	♣	●	◆
Foundation Plan	▲	♣	●	◆
Floor and Roof Framing Plans	▲	♣	●	◆
Typical Details	▲	♣	●	◆
Details noted on plans	▲	♣	●	◆
<b>Solar Plans</b>				
Solar Panel Plan and Single line diagram	▲			
Equipment specifications and mounting detail and calculations	▲			
<b>CalGreen</b>				
CalGreen Code Mandatory Measure	▲		●	◆

\*This is not a complete list of all required submittals. Additional information may be required during plan review.

\*\*Other departments and outside agency review and approval may be required.