



Community Development Department Building Division

COMMERCIAL SUBMITTAL REQUIREMENTS

This is a comprehensive submittal list. Not all items may pertain to your specific project.

1. Document Submittal List

A. Drawings: PDF or JPEG format

- Plot plan
- Grading and drainage plan
- Landscape plan
- Architectural plan: floor plan(s), roof plan, exterior elevations
- Structural: foundation plan, floor framing, roof framing, truss information, cross sections, and structural framing details referenced on framing plan
- Mechanical plan
- Electrical plan
- Plumbing plan
- Applicable T-24 forms

B. Calculations:

- Structural calculations, where necessary (wet signed and stamped)
- Energy calculations and forms (Title 24)
 - a. CF-1R and MF-1R on the plans

C. Other Documents

- Soils report
- Hazardous material declaration
- Bay Area Air Quality Management District permit
- Special Inspection Report (if applicable)
- Health Department approval (if applicable)
- Fire District approval (if applicable)

2. Addition Information to be Included on Documents

A. Plot Plan

- Lot dimensions: metes and bounds information
- Building footprint with all projections and dimensions to property lines and between buildings and show handicap access from public right of way
- North arrow
- Visible utility to curb
- Easement(s)
- Parking layout and driveways showing handicap access to parking lot and buildings

- Show and specify the species, variety and size of trunk on all trees
 - a. Show extent of tree canopy

B. Grading and Drainage

- Top and toe of slopes on slight slopes and topography on lots with more than 5' elevation difference
- Pad elevations: Ground slope drainage scheme and topography (hill sites)
- Retaining walls and drainage system

C. Landscape plan

- Irrigation and planting schedule
- Accessory structures, walkways, decks, etc.
- Irrigation showing backflow prevention measures and specifications

D. Architectural and Structural Plans

- Foundation, structural floor and roof framing plans
- Architectural floor plan (seat plan for assembly occupancy) and roof plan
- Exterior Elevations: specify all exterior finish materials
- Structural material specifications
- Structural and architectural details
- Truss configuration and locations
- Typical cross section in each direction
- Calculations and details for racks over 8 feet

E. Mechanical, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations
- Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location
- A load calculation is required if an inordinate amount of equipment or appliances is proposed

F. Energy Requirements

- Form CF-1R with all signatures
- Heat loss calculation
- CF-1R and MF-1R on drawing set

G. Information

- Wet signature on all documents by design professional and document maker
- Name, title, California registration, address, and phone number of design professional
- Address of property and name, address and phone number of property owner
- Cover Sheet Information
 - a) Applicable codes/ 2019 versions of California Building Code, CA Electrical, CA Mechanical, CA, Plumbing, City of Benicia Municipal Code
 - b) Description of type of work
 - c) Occupancy and type of construction

d) Gross area, by floor(s) and building height

e) Index of drawings

All drawings must be to scale

H. Details

Window: head, jamb and sill

Exterior doors: head, jamb and sill

Flashing: vertical and horizontal junctures of materials

Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces

Footing, piers, and grade beams

Post and girder intersections

Roof: eaves, overhangs, rakes, and gables

Cabinet elevations

Floor changes (i.e. wood to concrete)

Handrail(s) and guards with support

Structural wall sections with details at foundation, floor and roof levels

I. Prefabricated Trusses

Roof framing plan with truss I.D. number and manufacturers' name

Detail of all truss splices, connection and plate sizes

Show all trusses including gable bracing and bridge/bracing

Reviewed and signed by engineer of record

Wet stamped and signed by truss company engineer

Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan