



# PLAN CHECK SUBMITTAL COMMERCIAL T.I. / ADDITIONS/ALTERATIONS

**REDDING**  
CALIFORNIA  
City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4013  
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### Design Criteria:

- Seismic Zone Design Category D (unless otherwise justified by a geotechnical report and spectral response accelerations)
- Basic wind speed (85 mph)
- Snow load (30 psf, nonreducible)
- Maximum rain intensity (3" per hour)
- 2010 editions of the California Electric Code (CEC), California Building Code (CBC), California Plumbing Code (CPC), California Mechanical Code (CMC), California Fire Code (CFC), and California Health and Safety Code amendments.
- California Energy Code Energy Efficiency Standards, Climate Zone 11
- Class 4 soil per CBC Table 1804.2 or a soils report per CBC 1802

### Drawing Criteria:

Preferably, drawings shall be limited in size to 24 by 36 inches maximum. Plans must be clear and legible; nonlegible plans **will not be accepted**. Preferred scale: 1/4 inch per foot for structural and architectural; 1 inch = 20 feet for site plans.

**Plans must be wet-signed on each page. Architects/engineers must affix their seal and wet sign all appropriate sheets of plans (cover sheet of supporting documents to be stamped and wet-signed). Non-registered design professional may prepare the plans only when approved by the Building Official.**

### Submittal Plan Documentation:

- Completed and processed Fee Estimate.
- Two complete sets of legible building plans to include:
  - Cover sheet
  - Site plan
  - Key plan for location within building
  - Architectural plans
  - Structural plans:
    - Foundation plan
    - Floor framing plan
    - Roof framing plan
    - Cross sections
    - Roof framing plan
    - Structural framing details
  - Relevant information on plumbing, mechanical, and electrical components
  - Landscape Plan and Water Efficient Landscape Documentation if landscaping more than 2,500 feet
  - Truss layout
- Two sets of structural calculations, when required, stamped and signed by licensed California architect or engineer
- Two sets of truss calculations, when required, stamped and signed by licensed California architect or engineer
- Two sets of energy calculations signed by designer and/or owner
- One Assessor's floor plan
- Forms:
  - Permit Application
  - Owner Builder Form
  - Electrical Load Form

*Notice: Development Impact Fees can be substantial. Please obtain a free fee estimate early in the process to avoid late surprises.*

## **Specific Information on the Above Drawings:**

### **General Information/Building Analysis (cover sheet):**

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record
- Assessor's parcel number
- Occupancy group(s), type of construction, and if fire sprinklers are being used
- Total square footage of building and improvements (existing and new)
- Zoning
- Vicinity map, location, and north arrow
- Stamp and wet signature of architect/engineer (all sheets). Design professional may be used with prior Building Official approval.
- Conditioned floor area
- Electrical service equipment size
- Existing use. Proposed Use
- Shell permit information (permit number and type of construction)

### **Plot/Site Plan:**

- Lot dimension showing whole parcel and property lines
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify building orientation with north arrow
- Direction arrows showing drainage from and on property
- Grading plan with new and existing elevations
- Show location of:
  - Electric meters/service
  - Septic system
  - Location of well
  - Easements, right-of-way, etc.
  - Other structures on property
  - Water meter
  - Driveway
  - Gas meters
  - Mandatory requirements of Planning Division and/or use permit
  - Fire hydrant
  - Trash enclosure
  - Backflow Device

### **Key Plan:**

- Location within building where work is being done
- Path of travel from space to exterior exits
- Path of travel to main entrance per Title 24 regulations for the physically disabled

### **Architectural and Structural Plans:**

- Foundation plan
- Floor plan (show new and existing work and show each floor drawn to scale and fully dimensioned):
  - Show size of all openings/swings of doors
  - Reference to section details
  - Show location of all stairways
  - Show exiting systems to a public way
  - Show construction information for any tenant walls
  - Identify exit lights
  - Identify uses of all rooms
  - Show smoke detector locations
  - Show location of electric panels
  - Show location of all restrooms, and provide details and dimensions depicting compliance with disabled access regulations
- Floor/wall/roof framing plans
- Exterior elevations

- ❑ Details architectural/structural:
  - Cross sections
  - Framing details
  - Section details
  - Flashing
  - Footing details (piers, grade beams, rebar, etc.)
  - Bracing details
  - Handrails and guardrails along with support details
  - Structural material specifications
  - Door/window schedules (list size and type)
  - Structural connections (hold downs, straps, etc.)
  - Fire-rated assemblies and protection of penetrations with listing numbers

### ***Plumbing Plan:***

Commercial plumbing plans shall be stamped and signed by a California licensed architect/engineer; or in the case of design-build, a California licensed contractor may sign the plans.

- ❑ Plumbing fixture and single-line schematics with pipe sizes (isometric diagram may be required for complex plumbing plans)
- ❑ Sand and oil/grease interceptor specifications, sizes, and location when applicable
- ❑ Gas line: provide single-line drawing showing meter location, size, and length of piping and BTU demands
- ❑ Location of backflow preventor when required

### ***Mechanical Plan:***

Commercial mechanical plans shall be stamped and signed by a California licensed architect/engineer; or in the case of design-build, a California licensed contractor may sign the plans.

- ❑ Gas line sizing calcs
- ❑ Size and location of all ductwork, plenums, registers, fire/smoke dampers, and fresh-air intakes
- ❑ Size and location of all combustion air openings (when gas equipment is used)
- ❑ Size, type, and termination of any gas vents
- ❑ Type I/II hoods will require additional details (ask for details)

### ***Electrical Plan:***

Commercial electrical plans shall be stamped and signed by a California licensed architect/engineer; or in the case of design-build, a California licensed contractor may sign the plans. High-rise, medical, and industrial buildings, along with services over 800 amps, must be stamped and signed by an electrical engineer.

- ❑ Floor plan showing proposed electrical item locations:
  - Lighting locations and switching
  - Mechanical equipment and disconnects
  - Receptacles and GFCI receptacles
  - Distribution panel locations
  - Exterior lighting plan and fixture details per Redding Municipal Code (RMC) 18.40.090
- ❑ Single-line diagram and all of the following that apply:
  - Load calculations based on Article 220 of the CaEC
  - Main switch size and type of disconnect
  - Service equipment size, voltage, and phase
  - Number of service meters and location
  - Conduit size, type, and location (under slab, in attic, etc.)
  - Conductor size, type, and type of insulation
  - Derating factors for conduit fill and ambient temperature
  - A.I.C., or fault current in amps available to the main service equipment
  - Transformer locations, sizes, and type, noting method of grounding separately derived systems as per Section 250-26 of the CaEC
  - Panel schedules, connected load, circuit size, and total load of each phase and panel
  - Method of grounding and size, noting all necessary bonding jumpers and size
    - ▶ If using drop calculations, remember that UL does not allow fuse let-through to be used in calculating point-to-point loads
    - ▶ If using a series-rated system, provide copy of UL-approved combination of breakers-to-breakers or fuse-to-breakers being used in series
    - ▶ Otherwise, note that the system is to be fully rated, meaning that all breakers shall have a rating greater than what is available

**Separate Plans and Permits:**

- Storage racks with storage level over 8' high. Provide calculations and details
- Fire alarm/smoke detection systems
- Flammable liquid storage areas, compressed gases
- Spray booths
- Automatic fire sprinkler/extinguishing systems
- Retaining walls

**Assessor's Plan:**

- Floor plan depicting scaled dimensions
- Site/plot plan

**Notes:**

Multiple information can be combined on plans for simple buildings if clarity is maintained. This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review approved plans before permits can be issued.

**Environmental Health/Air Quality Divisions:**

**Approval is required for:**

- Water wells
- Septic systems
- Restaurant/food preparation
- Commercial/multiple family pools

<b>DEPARTMENTS AND AGENCIES TO CONTACT IF QUESTIONS ARISE ON SPECIFIC REQUIREMENTS:</b>		
<b>Department</b>	<b>Phone No.</b>	<b>Responsibility</b>
Building Division	225-4013	Plan review, building permits, and inspections
City Clerk	225-4056	Business license
Cross Connection Control	224-6031	Commercial water supply
Customer Service	339-7200	Utility services
Electric Department	224-4384	AIC ratings/ transformer location, size, and service conductors
Fire Prevention	225-4150	Plan review and inspection
Industrial Waste	224-6050	Commercial and industrial wastewater
Planning Division	225-4020	Use permits, signs, and zoning
Engineering Division	225-4190 245-7007	Grading/drainage permits, erosion control, and utility/street improvements
<b>Shasta County:</b>		
Office of Education	225-0225	School fees
Environmental Health Division	225-5787	Septic systems, water wells, and pools
Air Quality Management District	225-5674	Hazardous materials and gases

**Website: [www.ci.redding.ca.us/devserv/](http://www.ci.redding.ca.us/devserv/)**