



PLAN CHECK SUBMITTAL NEW COMMERCIAL



City of Redding
777 Cypress Avenue
Redding CA 96001
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(530) 225-4013
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Design Criteria:

- Seismic 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 Building Code (CBC), California Plumbing Code (CPC), California Mechanical Code (CMC), California Fire Code (CFC), and California Health and Safety Code amendments
- California Electrical Code (CEC)
- 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.

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).

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

Submittal Plan Documentation:

- Completed and processed Fee Estimate.
- Two complete sets of legible building plans to include:
 - Cover sheet
 - Plot/Site plan
 - Architectural & Structural plans
 - Plumbing plan
 - Mechanical plan
 - Electrical plan
 - Civil drawings, City of Redding signed/approved
 - Landscape/irrigation plan
 - Food equipment plan
 - Fire and life safety
 - Assessor's plan
- Two sets of water efficient landscape documentation
- Two sets of structural calculations, stamped and signed by licensed California architect or engineer
- Two sets of truss calculations, stamped and signed by licensed California architect or engineer
- Two sets of energy calculations, signed by designer and/or owner
- One Assessor's plan (floor plan and site plan)
- One Shasta County Environmental Health Division approval plan where food is served or sold.
- One set of electrical plans (for Electric Department)
- Forms:
 - Permit Application
 - Owner Builder Form
 - Electric utility information
 - Electrical Load Form
 - Hazardous Material Checklist
 - Hazardous Material Agency Approval (if required)
 - Wastewater

Specific Information on the Above Drawings:

Cover Sheet - General Information/Building Analysis:

- 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 fire sprinklers
- Project design codes (CBC, CPC, CMC, CEC, CFC, California Health and Safety Code, and Title 24 Energy and Disabled Access Regulations).
- Total square footage of building
- Zoning
- Description or scope of work
- Index of drawings
- Vicinity map, location, and north arrow
- Stamp and wet signature of architect or engineer (design professional may be used with prior Building Official approval)
- Allowable area calculations
- Conditioned floor area
- Impervious acreage
- Water meter size
- Service equipment size

Plot/Site Plan:

- Lot dimension showing whole parcel and property lines
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify location within building footprint where work is to be done
- Parking layout showing
 - Location of pedestrian path of travel from public sidewalk and public transit facilities to building main entrance
 - Location of disabled access parking stall(s)
 - Disabled access path of travel from parking stall(s) to building main entrance
- Identify backflow device
- Identify uses of adjacent tenant spaces, suites, or buildings
- Identify building orientation with north arrow
- Show location of:
 - Electric meters/service
 - Septic system
 - Access roadways
 - Trash enclosure
 - Gas meters
 - Easements, rights of way, etc.
 - Mandatory requirement of Planning Division and/or use permit
 - Other structures on property

Architectural and Structural Plans:

- Foundation plan if applicable
- Floor plan (show each floor drawn to scale and fully dimensioned):
 - Show size of all openings/swings of doors
 - Show exiting systems to a public way
 - Identify rated corridor systems
 - Show location of all mezzanines and stairways
 - Show construction information for any tenant walls
 - Show location of all restrooms and provide details & dimensions depicting compliance with disabled access regulations
 - Identify uses of all rooms
 - Reference to section details
 - Show smoke detector locations
 - Show location of electric panels
 - Identify exit lights/emergency lighting
 - Fire extinguishers
- Floor/wall/ceiling/roof framing plans
- Seating plan within assembly uses
- Interior and/or exterior elevations
- Reflected ceiling plans
- Details architectural/structural:
 - Cross sections
 - Bracing and support details
 - Accessibility details
 - Hardware
 - Framing details
 - Flashing
 - Section details
 - Roof drains with sizing calcs
 - Occupancy separation details with listing reference numbers
 - Protection of penetrations in rated assemblies with listing numbers
 - Footing details (piers, grade beams, etc.)
 - Rated corridors, shafts, and rated floor ceiling/roof ceiling assemblies with listing numbers
 - Handrails and guardrails along with support details
 - Structural material specifications
 - Door/window schedules (list size and type)
 - Energy compliance documents
 - Structural connections (hold downs, welding, columns, etc.)

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.

- Floor plan
- Single-line and/or isometric drawings showing location, materials, size, fixture units, and lengths of:
 - Drains/clean outs
 - Vents
 - Waterlines
 - Water sizing calculations
 - Water heater/boiler
 - Sewers
 - Fixtures
 - Condensate lines
 - Overflow plan
 - Medical gases
 - Supports
 - Back-flow preventer
- Gas lines: Provide single-line and isometric drawings showing
 - Location of all equipment
 - Type of materials
 - Size and length of piping
 - BTU/hour demands (use 1,000 BTU/CFH)
 - Gas meter location
 - Gas line sizing calcs
 - Other:

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.

- Floor plans (show new and existing work):
 - Size and location of all duct work, plenums, registers, fire/smoke dampers, smoke detectors, fresh-air intakes, and air flows in CFM. Include support criteria
 - Size and location of all combustion air openings(when gas equipment is used)

- Size, type, and termination of any gas vents
- Details of any rated shafts
- Equipment (show size, weight, attachment details, location and access, and make and model number) (BC21) suspended from roof/floor or wall hung over 200 lbs or roof/floor mounted over 400 lbs
- Indicate which rooms are to be conditioned
- Provide minimum required ventilation per current CMC
- Walk-in cooler boxes. (Note: Provide spec sheets for manufactured and/or details of any site built)
- Title 24 mandatory measures and mechanical equipment schedules
- Type I/II Hoods (provide the following):
 - Construction details of rated shafts with listing numbers
 - CFM calculations
 - Location, type, and size of hood, ducts, and equipment
 - CFM of exhaust and makeup air
 - Type of fire-suppression equipment
 - Location of exhaust termination
 - Equipment approvals and listings
 - Other:

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.

- Exit lights/emergency lighting
- Medical buildings, industrial buildings, and services over 800 amps will require engineered electrical plans
- Single-line diagram (power):
 - Service entrance (conduit and wire size)
 - AIC rating (new buildings) and service upgrade
 - Feeder, conduit, pipe, and wire sizes to panels, transformers, and fixed equipment
 - Main disconnect size
 - Grounding electrode and grounding electrode conductor size
 - Number of service meters
- Load Calculations:
 - Complete CaEC load calculation (CaEC based on square-foot area, including 125 percent for continuous load and largest motor)
 - Complete panel schedules, actual loads (totaled), with fixture and equipment schedules (new and existing loads)
- Panel schedules:
 - Bus size
 - Voltage, phase, amperage
 - Breaker sizes, circuit description, and connected KW
- Floor plan showing electrical item locations:
 - Lighting fixtures and schedule
 - Fixed and portable equipment
 - HVAC equipment
 - New and existing and to be removed
 - Receptacles and light switches
 - Shop and process equipment
 - Panel locations
 - Title 24 mandatory measures for lighting
 - Exterior lighting plan and fixture details per Redding Municipal Code (RMC) 18.40.090
- Site plan showing:
 - Utility transformer location
 - Service entrance conduit route
 - Parking lot lighting at 1FC/SF, including pole mounting, fixture type, and wattage
- Emergency features:
 - Fire pump
 - Emergency generator system

Civil Drawings (new buildings only):

- Streets (streetlights, plan, profile, etc.)
- Drainage system (and water sheds)
- Erosion-control plan
- Underground fire main size and location
- Direction arrows showing drainage from and on property
- Grading plan with new and existing elevations
- Fire hydrant main size and location
- Water meter size and location
- Storm drain, sanitary sewer, and waterline size and location

Landscape Drawings:

- Plan delineating all landscape areas, features, and requirements
- Planting plan and plant schedule
- Water Efficient Landscape Documentation
- Irrigation plan and equipment legend
- Landscape installation specifications

Food Equipment Plan and Food Facility Related Requirements:

- Make, manufacturer, and model number of all food equipment (must be NSF or equivalent)
- Water heater information: type, size, recovery rate, etc.
- Storage areas for food, employee garments, and cleaning supplies
- Interior room finishes
- Approved Shasta County Health Department Plans

Fire and Life Safety (Fire Prevention):

- Sprinkler plans with calculations
- Fire alarm plans
- Spray booths
- High-piled storage plans to include:
 - Draft curtains
 - Heat/smoke vents
 - Exiting, signs, lights, etc.
 - Flammable & hazardous materials
 - Fire hydrant placement
 - Hose lines
 - Show new and existing work to sprinkler system
 - Medical gas plans
 - Site access for fire apparatus, including turning radius
 - Existing fire sprinkler design
 - Fire extinguishers
 - Emergency lighting

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:

- Food Facilities
- Septic systems
- Hotels/motels
- Water wells
- Commercial pools, spas, and related recreational buildings
- Hazardous materials/gases

DEPARTMENTS AND AGENCIES TO CONTACT IF QUESTIONS ARISE ON SPECIFIC REQUIREMENTS:

Department	Phone No.	Responsibility
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	224-6068	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
Shasta County:		
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/permits/formsonline.html