



City of San Luis Obispo

Building & Safety Division • 919 Palm Street • San Luis Obispo, CA 93401-3218
(805) 781-7180 • (805) 781-7182 Fax • www.slocity.org

Construction Application Checklist Major Commercial Project

Projects include, but not limited to:

- New commercial buildings;
- Projects with parcels 1 acre or more.

- Eight week initial plan review; four weeks for subsequent reviews.
- Minimum 24"x36" plan size.
- Visit www.slocity.org for more information.

This checklist is intended to provide the applicant with a guideline of what will be required in this permit application package. **Incomplete submittals will not be accepted.** Feel free to contact Building and Safety Division staff with questions or concerns.

Project Address: _____ Sprinklered (y/n) _____

Project Description: _____

Planning Approvals: _____ Flood Zone: _____

I. Submittal Documents:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Acknowledgement & Verification Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Five Sets of Plans; ¼ Inch Scale Preferred
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduced Copy of Dimensioned Floor Plan for County Assessor (8 ½" x 11")

II. Supporting Documents (2 copies of each)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Compliance Documentation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Truss Plan and Calculations (Must be reviewed by Project Engineer prior to submittal)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Soils Investigation and Recommendations
<input type="checkbox"/>	<input type="checkbox"/>	Green Build Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Commissioning Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Pollution Control Plan (WPCP)/Storm Water Pollution Protection Plan (SWPPP)
<input type="checkbox"/>	<input type="checkbox"/>	CDD Recycling Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post Construction Stormwater Control Plan Template
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage Report

III. Plan Content: (Five sets of plans) A set of plans shall include required information as indicated below, drawn to scale, fully dimensioned, and packaged together as a plan set. (See reverse for more detail regarding plan content.)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Data
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan(s) Existing & Proposed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Plans/No Structural changes (Circle one)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical, Mechanical and Plumbing Plan(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (Must Comply with Water-Efficient Landscape Standards)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grading/Draining Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Plan
<input type="checkbox"/>	<input type="checkbox"/>	Flood Proofing/Elevation Certification for Projects Located in Flood Zones (For more information contact the Public Works Department at 805-781-7015)

major commercial project plan content

A. Project Data on plans:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owner's Name and Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Address and Suite Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupancy Classification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupancy Load
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet Room Fixture Calculation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zoning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Stories
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Compliance Documentation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable Area Analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Observation Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking Calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	List of Current Codes that apply to project

B. Site Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow/Scale or Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vicinity Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Set-Back Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frontage Improvements (Existing and Proposed)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility Services (Existing and Proposed)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Drainage Improvements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing & Proposed Grades (City Datum)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contours or Spot Elevations (City Datum)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finished Floor Elevation (City Datum)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exiting Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing On-site Trees (Trunk, Diameter, Species)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing and/or Proposed Street Trees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retaining Walls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Water, Sewer, Storm Drains (Size/Location)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking Lot Layout (Per City Standards)

C. Floor Plan(s):

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Room Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Window Sizes/Locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Door Sizes/Locations (Hardware Schedule)

D. Foundation Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Footing Size/Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Footing Reinforcement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anchor Bolt Placement Hold Down & Hardware
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slab Reinforcement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Special Soil Concerns

E. Structural Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor & Roof Framing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shear Wall Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Sections
<input type="checkbox"/>	<input type="checkbox"/>	Framing Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Typical Sections
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Diaphragm Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Flood proofing Details

F. Electrical, Mechanical & Plumbing Plan:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electric Service Size & Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outlets, Switches, Lights
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HVAC Equipment Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pipe Type and Sizes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Heater Location, Size, Model
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Panel Schedules
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single Line Diagram (services over 200 Amp)
<input type="checkbox"/>	<input type="checkbox"/>	Commercial Kitchen Hood Details
<input type="checkbox"/>	<input type="checkbox"/>	Grease Interceptors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size, Model

G. Building Elevations:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Height
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wall Covering Material
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof Covering Material/Rating
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof Slope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Section (Hillsides, Creeks)

H. Landscape Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Irrigation Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Back Flow Prevention Device
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location, Size & Species of Trees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planter Location & Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location & Type of Ground Cover

I. Grading/Drainage:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stormwater Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Soils Report Recommendations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grading Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing & Proposed Contours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Benchmark (City Datum)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post Construction Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erosion Control Measures

J. Solid Waste Management:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recycling Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash Enclosure Location

K. Fire Protection Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of Main Electrical/Gas Shutoff
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Department Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Alarm/Smoke Alarm Plans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Hydrants within 300 Feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Dept. Connection & PIV
<input type="checkbox"/>	<input type="checkbox"/>	Location of Underground Fire Line

I certify that plans submitted comply with this checklist.

Signature _____