

Plan Submittal – New Commercial Buildings

Policy and Procedure No.: **B-04-02**

January 2023

Purpose

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2022 CBC, GBSC, CPC, CMC, CEC, CFC, and 2022 California Energy Code), permits are required when buildings or structures are constructed, altered, repaired, moved, converted or demolished. Therefore, the following guidelines shall be reviewed before commencing any work.

Online Electronic Submittal Required

- All plans and supporting documents shall be submitted electronically using the URL below. Please reference our Electronic Plan Review Policy (G-19-33) for submittal guidelines. If the submittal is inconsistent with our guidelines your project will be returned as incomplete.

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Plan Submittal for Construction

Quantity

- A complete set of plans must be submitted (“wet or electronic signed” and stamped by a State of California licensed architect or engineer), as well as a completed permit application form. Please be sure to submit unprotected documents to ensure proper approval stamping. The submitted plans will be distributed to the Building Inspection & Safety and Planning departments. Applicants shall make separate submittals directly to other local utility companies.
- A “wet or electronically signed” and stamped structural calculation report, geotechnical report and a letter of foundation design review.

- A Title 24 energy report/documentation (i.e., envelope, lighting and mechanical).
- Manufactured truss calculations and a truss review letter signed by the engineer of record
- A completed [Climate Action Plan \(CAP\) Checklist](#) signed by the Planning Department is required at submittal.

Additional Requirements

- Building permits cannot be issued prior to the approval of improvement plans. On-site improvement plans must be submitted to Elk Grove Development Services Engineering under a separate cover. Contact **Development Services Engineering at (916) 627-3436** or by email at dengineering@elkgrovecity.org for submittal requirements, fees and timelines.
- A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from the CSD Fire Department located at 10573 E. Stockton Blvd, Elk Grove, CA 95624, by calling the **Cosumnes Community Service District Fire Department, at (916) 405-7100** or by visiting their website at www.cosumnescsd.gov/471/Fire-Prevention-Division.
- **Sacramento County Environmental Management Department** approval is required for food facilities as well as buildings served by wells and/or septic systems. Please contact **(916) 875-8484** or by email at EMDinfo@saccounty.net to obtain plan approval prior to submitting plans to Elk Grove Building Inspection & Safety.
- **Elk Grove Unified School District** collects Developer Fees for new commercial construction. The fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building & Safety during the plan review process. For current fee rates please call **(916) 686-5085**

- **The County of Sacramento** collects infrastructure, water, and sewer fees for new construction. Payment of these fees must be made to the County prior to permit issuance. Fee compliance forms will be provided by Elk Grove Building & Safety during the plan review Process. **Please contact Technical Resources at (916) 874-6851 and Regional Sanitation (916) 876-6100** for additional information or by visiting their website at www.saccounty.gov.

Plan Review Timelines

Allow a minimum of **10** business days for the first plan review and **7** business days for all subsequent plan reviews. Please allow between **24-48** hours from the plan review timeline for processing. *First plan review submitted by courier will **not** be accepted.*

Minimum Plan Requirements

See online electronic submittal requirements Information

1. Cover sheet - legal job address and APN (assessors parcel number), name, address and phone number of owner, contractor, contact name, address and phone number, title and registration information of project design professional, description of work (including current applicable codes), type of construction, and occupancy classifications. If installing fire a sprinkler system gross building area (square footage per floor) must be provided as well as allowable area calculations, zoning and index of drawings.

Shell Plans: *Approved plans for shell only buildings do **not** constitute approval to occupy the premises. A separate and complete tenant improvement plan submittal and permit is required prior to occupancy of any building. Plans shall include ventilation, sanitation, exiting and other habitability (i.e. energy/ lighting/ mechanical calculations) and occupancy issues addressed. If only a shell building review is desired, be sure to clearly state this on cover sheet of plans and that a separate review and submittal will be required before issuance of any future certificates of occupancy*

2. Plot plan (*if submitted it shall be prepared by a registered civil engineer) - lot and building location indicating all setback distances to true or assumed property lines and easements; north arrow; location of easements, fire hydrants and other utilities; street and right-of-way identifications, access roadways; location of gas/electrical/water

meters, sewer/water lines, septic/well systems.

3. Grading and drainage plan (*if submitted it shall be prepared by a registered civil engineer).
4. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes and room finish schedules; proposed exiting system with all required exits/stairways/exit passageways clearly identified.

Stair/handrail/guardrail/deck location and details; architectural and framing details including cross sections, bracing and support; suspended ceiling plan and legend.

Exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location to property lines), building height. Depict all interior and exterior accessibility elements.

5. Structural plans and calculations - foundation plan with footing/slab detail references, shear wall schedule and details reference location; floor framing plan; roof framing plan; framing details.
6. Mechanical, electrical, and plumbing plans - complete electrical plans identifying size and location of main and sub-panels; location of electrical outlets, switches, lighting fixtures, exit signs; computed loads. Complete mechanical plans identifying size and location of all heating, ventilation, and air-conditioning equipment; calculations for gas piping size; equipment schedule. Complete plumbing plans identifying size and location of all DWV.

Fees

Due to the complexity of permit fees for new construction, it is recommended that you contact the Building Inspection & Safety for all applicable costs such as development fees, building fees, etc.

Application Forms

An Application for Permit form is available online at: <https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>

For additional information please contact Building Safety & Inspection at:

Phone: (916) 478-2235
Email: Bldonline@elkgrovecity.org
Hours: Monday through Friday
 8:00 am - 5:00 pm