



# Plan Submittal – Commercial Site Plan Review

Policy and Procedure No.: **B-05-25**

August 2005 (Rev. December 2005)

## Purpose

In order to provide a coordinated process to our customers, a comprehensive site accessibility review will be performed for all new commercial projects in conjunction with the on-site improvement plan submittal. This handout therefore establishes a uniform procedure to ensure that future commercial site plan submittals are reviewed and approved before commencing any work.

## Background

The Commercial Master Site Plan Review will allow the Building staff to plan check for design elements such as types and locations of property lines, and perform complete site accessibility throughout all buildings and to the public way. The advantages of this review are two-fold. It avoids redundant site accessibility comments when submitting for future projects (i.e., during the building shell submittal and again for the tenant improvement submittal); the accessibility portion will be reviewed and approved in our master site plan log. Secondly, it assists the Building and Public Works inspection staff to ascertain these items are reviewed according to the appropriate governing code.

Any permanent structures such as trellises, covered enclosures, and site electrical (permanent light posts, transformer location and sizing) will require its own separate permit application, review and approval.

## Plan Submittal for Construction

### General

When applicants begin the site development and grading process through Public Works, a separate site accessibility design plan shall also be submitted to the Building Safety & Inspection counter for plan review. Once these are submitted they will receive a *master plan check tracking number* for plan review purposes only; no permit will be issued as

the review only ensures that the site's disabled accessibility regulations are designed according to the State's disability guidelines.

*For future shell and tenant improvement projects the **plan check tracking number** is to be referenced on the cover sheet of the construction drawings. The plan check staff will verify the site work review corresponds with the specific building / tenant.*

## Quantity

- Two (2) complete sets of architectural and/or civil plans, stamped and wet-signed by a professional architect or registered engineer licensed in the State of California.

## Additional Department Approval

- 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 Fire Department staff located at the Building Safety & Inspection counter at **(916) 478-3653**, or by calling the **Elk Grove Community Services Fire Department** at **(916) 685-9502** or by visiting their website at [www.egcsd.ca.gov/fire](http://www.egcsd.ca.gov/fire)

## Other Permits Required

- A separate plan and permit is required for the installation of the following: Accessory Structures (i.e., trellises, covers), Site Signage, Grading, Retaining Walls, Site Electrical Work. Consult with a Permit Technician for specific guidelines.

## Plan Review Timelines

Allow a minimum of **15** business days for the first plan review and **10** business days for all other subsequent reviews.

## Minimum Plan Requirements

### Size

Plans shall be drawn to scale, fully dimensioned, and legible on minimum 18"x24", 24"x36", and maximum 30"x42" sheets.

### Information

1. *Cover sheet* - name, address and phone number of builder, contractor and contact person; name, address and phone number, title and registration information of project design professional; legal subdivision name; work description including current applicable codes, type of construction (for future structures); zoning; vicinity map; index of drawings.
2. *Site plan* - lot and building locations indicating all setback distances to true or assumed property lines (identify type of P.L.); north arrow, location of easements, fire hydrants and other utilities; street and right-of-way identification, access roadways.

3. *Accessibility plan and details* - complete path of travel throughout the site; between buildings and at all ground floor entrances and exits (depict building outline/exterior doors); to the public way, sidewalks, transit stops; parking area properly signed and identified; disabled access elements such as pedestrian ramps, stairs, curb ramps, walkways, and signs clearly depicting the path of travel and cross-referenced to the appropriate location on plans.

## Fees

A plan check fee based on an hourly rate will be due at the end of the plan review process.

## Questions?

For additional information regarding this procedure, the submittal process, or fees, please contact a Permit Technician or stop by the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**  
Hours: **Monday through Friday**  
**8:00 am - 5:00 pm**