



City of Santa Barbara  
Building & Safety Division  
**Commercial Plan Submittal Checklist**

Community Development  
630 Garden Street  
805-564-5485

The Commercial Plan Check Submittal Checklist is not all inclusive for a complete submittal for plan review, it is a guide only. For a more comprehensive checklist it is recommended that the "Effective Use of the IBC/CBC" provisions be used. See the "Effective Use of the IBC/CBC Handout."

**General requirements:**

- The minimum paper size is 18" x 24", maximum paper size is 36" x 42".
- Plans must be complete, accurate, and drawn to scale.
- Provide three sets of plans with numbered pages, a sheet index and sheet count.
- Submit one copy of soils report and one copy of structural calculations (if applicable).
- Show compliance with State Title 24 Energy Conservation requirements (if applicable).
- Plans prepared by licensed professionals must be stamped and signed before permit is issued.
- Permit application must be filled out completely and signed by applicant (property owners signature may be required).
- Any change in use or occupancy of any existing building or structure shall comply with the provisions of Section 3408 of the 2016 CBC.

**Information required on plans:**

- If applicable, the following must be reproduced on the plans;
  - Planning Commission or Staff Hearing Officer "Conditions of Approval",
  - Zoning "Modification Letter",
  - Building & Safety "Notice of Violation",
  - Code Modification Approval Letter
- The site plan must show the following:
  - All property lines, easements, existing site drainage, and proposed site drainage
  - All existing structures on site with distances in between and from property lines
  - The location of the proposed work and the distance from property lines
  - All driveways, paved areas, and required parking spaces
  - Show north arrow on site plan and vicinity map
  - Relative property elevations, finish floor elevations, and nearest upstream manhole cover elevation  
(Installation of a backwater valve in the drainage piping will be required if the flood level rim of the lowest fixture is below the next upstream manhole cover)
  - Show location of trash enclosure(s) and size of containers to scale.
- The first sheet of the plans must contain the following:
  - Name, address, and phone number of owner, engineer, and architect or designer
  - Address of proposed project with assessor's parcel number, land use zone, and "design districts" identified
  - A complete site plan (as described above) and project vicinity map (show fire hydrant locations when applicable)
  - Project data to include size of lot, size of existing buildings, and size of addition and/or remodel
  - A complete description of the scope of work
  - A code analysis to include: construction type, occupancy classification, and occupant load calculations
- A Code Analysis based on the 2016 California Building Codes including, but not limited to the following;
  - Occupancy Group Classification, and if it is a Mixed Occupancy Building, indicate if it is to be a separated or non-separated structure.
  - Occupant Load calculations and a Means of Egress plan for all occupied portions of the building
  - Statement of fire sprinklers
  - Construction Type,
  - An opening protection calculation sheet. This is for all openings on exterior walls less than 20' from a property line.
  - Include a diagram for all categories of Fire Separation Distance that apply.
- The Foundation design must contain the following: section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings. Soil engineer's name, project number, and report recommendations must be reproduced on the foundation plans. Any special deputy inspections must also be clearly identified on the plans.

- Floor plans must contain the following: walls, partitions, doors, windows, corridors, exits, and exit signage. Show all counters, fixtures, and modular office furniture. Identify all fire-resistive occupancy and/or area separation walls. Label use of all rooms and clearly distinguish between proposed and existing areas.
- Framing plan must contain the following: all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable). Show all details of suspended ceiling construction.
- Cross sections must show the following: all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail and guardrail dimensions, fire-resistive materials, and interior ceiling heights.
- Elevation drawings must be provided for each side of the building or addition. Show height of building and floors, show roof pitch, exterior wall covering materials, roofing materials, and surrounding grade. Any exterior changes will require prior approval by the Architectural Board of Review (ABR) or the Historic Landmark Committee (HLC) prior to submitting for a building permit.
- Plumbing sheets must include an isometric or schematic diagram with pipe size and type for gas, water, drain waste, and vent piping. Provide calculations for gas and water piping. Show size and location of roof drains and overflows. Show location of all plumbing fixtures. List make and model number for water closets and shower control valves. Show type and location of all backflow prevention devices, backwater valves, grease traps, and chemical interceptors. Fire sprinkler systems shall be under separate permit and should not be included in the original submittal.
- Mechanical sheets must show and describe all HVAC equipment. Include size and details of support for equipment and ducting. Show location for all existing and new supply & return air registers and all required smoke/fire dampers. Provide complete cross sectional drawings, specifications, and calculations for new commercial hoods. Fire suppression systems for hoods shall be under separate permit and should not be included in the original submittal.
- Electrical sheets must contain a statement describing the scope of work specific to the project. The drawings must show a single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations. Provide a floor plan that identifies the locations of main & sub-panels, motors & equipment, outlets, switches, fixtures, exit lighting, and all power apparatus. Show complete circuitry for all of the above mentioned items. Provide energy compliance documentation per State Title 24 regulations. Fire alarm systems shall be under separate permit and should not be included in the original submittal.
- Fire-resistive assemblies and fire-stopping details shall be clearly drawn, described, and identified by listing agency. Provide fire-resistive door, window, and damper schedules.
- Disabled access information must include parking details on the site plan showing size and location of required accessible parking spaces and loading areas. Show the primary path of travel to the primary entrance and/or specific area of remodel, repair, or addition. Interior details must show accessible path through building. Restroom details must include the layout and measurements of all stall partitions, plumbing fixtures, grab bars, mirrors, paper dispensers, and other accessories.
- Cal Green Code Documentation
- Project located within Special Flood Hazard Area. (See Floodplain Coordinator or FEMA.gov website.
- Erosion Control Plan as required. See separate handout for specific requirements.
- Grading Plan (as applicable). Show existing contours, proposed contours, amount of cut and fill, topography in 5 ft. increments, etc.
- Landscape Plan.
- Any other work to be included as part of this project not previously mentioned.

**Some of these requirements may not apply to commercial remodel submittals with no exterior work or changes. Please check with a Building & Safety staff member for specific requirements.**

**PLEASE NOTE THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.**