

# BUILDING PROJECT SUBMITTAL CHECKLIST

This Building Project Submittal Checklist, is provided for the project professional to use as a guide in submitting a complete project to Authority Having Jurisdiction (AHJ). Additional information, documents or justifications may be required based on the individual project. For the AHJ to perform an efficient and comprehensive plan review and evaluate compliance with federal, California and local statutes and requirements, plans must be complete, legible, sufficiently detailed, cross-referenced and assembled in the order used in PART 4 of the checklist.

Submit a copy of the completed checklist to the AHJ at time of building permit submittal

## INSTRUCTIONS

Print or type all information. Please use black ink as this form will be scanned and/or photocopied.
PART 1 & Part 2 - Complete all information fields using a keyboard. Use the <tab> key to advance to the next incomplete field. Then use a mouse to select the appropriate " <input checked="" type="checkbox"/> " selection boxes.
PART 3 - Type an "X" in the applicable form and/or plan information status fields, either "Provided" or "N/A". Use the <tab> key to advance to the next incomplete field.
PART 4 - Review each section heading and if not applicable to your project, use a mouse to select the " <input checked="" type="checkbox"/> Entire section N/A". Then review each line item of the applicable sections and type an "X" in the applicable status field, either "Provided" or "N/A". Use the <tab> key to advance to the next incomplete field.

## PART 1 ARCHITECT INFORMATION & SCOPE OF WORK

Architect's Name:		Company/firm:		
Address:	City:	State:	Zip code:	
Signature:	Date:	License number:		
Contact person:	Phone:	E-mail:		
Project scope of work:	<input type="checkbox"/> Building alteration <input type="checkbox"/> Other		OSHDP 3:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description:				

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## PART 2 PROJECT INFORMATION

Project address:		Suite Number:		Permit number:											
Project name:		Flood design: <input type="checkbox"/> Yes <input type="checkbox"/> No		>50% Market value: <input type="checkbox"/> Yes <input type="checkbox"/> No											
Previous permitted use & occupancy group:															
Design code year:		Tenant business name:		Construction type:											
Stories:	Height:	Total occupant load:	Occupant load posting requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No												
Use:		Occupancy group-division:		Floor area:											
Use:		Occupancy group-division:		Floor area:											
Use:		Occupancy group-division:		Floor area:											
Use:		Occupancy group-division:		Floor area:											
Fire sprinklers standpipe: <input type="checkbox"/> Yes <input type="checkbox"/> No				Total Floor Area:											
Fire sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No															
Fire sprinklers installed for:															
<input type="checkbox"/> Local ordinance		<input type="checkbox"/> CBC Chapter 9		<input type="checkbox"/> Area increase											
<input type="checkbox"/> Unlimited area		<input type="checkbox"/> One-hour fire-resistive substitute		<input type="checkbox"/> Height/story increase											
<input type="checkbox"/> Other:															
Fire separation distance: <input type="checkbox"/> Not applicable															
North		South		East											
West															
Feet/inches															
Mixed occupancy path: <input type="checkbox"/> Separated <input type="checkbox"/> Non-separated <input type="checkbox"/> Not applicable															
Occupancies analyzed:															
Most restrictive occupancy: OR <input type="checkbox"/> Not applicable															
Allowable area:			Actual area:												
Multi-building area analysis: <input type="checkbox"/> Yes <input type="checkbox"/> No															
Special inspection & testing: <input type="checkbox"/> Yes <input type="checkbox"/> No															
Energy compliance:															
Envelope		Conditioned floor area:		Roof R-value											
<input type="checkbox"/> Yes <input type="checkbox"/> No															
Mechanical		Electrical power distribution		Lighting											
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No											
				Outdoor lighting											
				<input type="checkbox"/> Yes <input type="checkbox"/> No											
Are plumbing fixtures required for this project? <input type="checkbox"/> Yes, existing <input type="checkbox"/> Yes, altered/added <input type="checkbox"/> No															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Minimum</th> <th style="width: 50%;">Provided</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Minimum	Provided					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Minimum</th> <th style="width: 50%;">Provided</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Minimum	Provided		
Minimum	Provided														
Minimum	Provided														
Unisex:		Lavatory men:		Urinal men:											
Water closet men:		Lavatory women:		Drinking fountains:											
Water closet women:															

## BUILDING PROJECT SUBMITTAL CHECKLIST

### PART 3 GENERAL FORMS & DOCUMENT SUBMITTAL (Tenant Improvement)

3.01 General Requirements for Forms		Provided	N/A
A	Building permit application		
B	Air pollution control district form		
C	Asbestos notification & declaration		
D	Accessibility upgrade worksheet		
E	Special inspection & testing agreement		
F	Owner-builder forms & disclosures		
G	Other jurisdictional forms		
3.02 General Requirements for Drawings, Calculations & Specifications		Provided	N/A
A	Four (4) plan sets for alterations, two (2) stamped/signed		
B	Plan sheet size 24" x 36", all sheets the same size & with title/address blocks		
C	Drawn to scale & fully dimensioned		
D	Plans, exterior/interior elevations, sections & details cross-referenced		
E	New, existing, relocated & removed elements; fire-resistance-rated elements & assemblies clearly identified on the plans		
F	Plans coordinated between all disciplines (civil, architectural, structural, mechanical, plumbing & electrical)		
G	Specifications, schedules and notes coordinated with the scope of work		
H	Structural calculations stamped & signed		
I	Soils report		
J	Energy Compliance form on plans & one (1) set 8 1/2" x 11" format		

# BUILDING PROJECT SUBMITTAL CHECKLIST

## PART 4 SPECIFIC DRAWING REQUIREMENTS

4.01 Title Sheet			Provided	N/A	
A	Vicinity map including site address, suite number, north arrow & cross streets				
B	Project name, address, suite number & tenant's business name				
C	Project directory including phone, fax, e-mail & address for owner, architect & consultants				
D	Scope of work (include OSHPD 3 declaration if applicable)				
E	Index of all sheets (each sheet to have unique sheet number, title block & address/suite block)				
F	List of required governing codes, ordinances & adopted standards				
G	List structural design criteria (floor & roof loads, wind loads & exposure, seismic design category & site class, flood data if applicable and soil bearing values)				
H	Adjusted construction cost for establishing the accessibility upgrade obligation				
I	Previous permitted use & occupancy group of the tenant space				
J	Code analysis				
	Actual	Use(s), occupancy(s) & their associated floor area(s)			
		Mixed occupancy path - Separated or Nonseparated			
		Type of construction & number of stories			
	Allowable	Use(s), occupancy(s) & their associated floor areas (most restrictive for nonseparated mixed occupancy)			
		Type of construction & number of stories			
Increases: Area, height & story calculation					
K	List of additional required separate permits (sample list below) Fire sprinkler, fire alarms, medical gas systems Environmental health Storage racks greater than 8 feet in height Signs List classifications and quantities of hazardous materials to be used or stored Special inspection requirement summary				
4.02 Civil Drawings (On site, off site, parking remodel, as applicable)			<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Grading				
B	Paving & striping, fire lanes, curb markings, hydrants with valves & pavement markers				
C	Utilities				
D	Landscape				

## BUILDING PROJECT SUBMITTAL CHECKLIST

4.03 Architectural Site Plans		<input type="checkbox"/> Entire Section N/A		Provided	N/A
A	North arrow, property lines, dimensions, parking, all buildings, location of proposed improvements, fire separation distances, building address location				
B	Use & occupancy group of adjacent tenant space(s)				
C	Separate accessibility site plan (accessible parking space(s), accessible path of travel from the public way & accessible parking space(s) to the main building entrance, location of all accessible walks, sidewalks, ramps, curb ramps, elevators, wheelchair lifts and accessible signage. Also include slopes, cross-slopes, elevation changes greater than 1/4" and exterior stairs.				
D	Parking analysis (including accessible spaces)				
E	Location of all fire access lanes & hydrants				
F	References to enlarged plans, elevations, sections, details, schedules & specifications				
4.04 Green Code Measures		<input type="checkbox"/> Entire Section N/A		Provided	N/A
A	Include all mandatory measures & method of verification (state & local)				
B	Include all voluntary measures & method of verification (state & local)				
4.05 Architectural Life-Safety & Exiting Plans For Affected Stories & 1st Floor (simple exit designs may be provided on the floor plan)		<input type="checkbox"/> Entire Section N/A		Provided	N/A
A	Room labels indicating use & occupant load				
B	Location of fire-resistance-rated occupancy and/or area separations				
C	Means of egress components including their fire-resistance-ratings (i.e. - exit, corridor 0-hour, exit stair enclosure 1-hour, horizontal exit 2-hour, etc.)				
D	Location of exit access doors/exit doors & their direction of swing				
E	Floor surface elevation changes greater than 1/4"				
F	Means of egress number & width calculations				
G	Tactile exit signs at applicable doors				
H	Doors requiring panic hardware				
I	Common path of egress travel distance(s)				
J	Exit travel distance				
K	Occupant load posting requirements				
L	Location of fire extinguishers				

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4.06 Architectural Floor Plan		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Room/area uses			
B	Fire-resistance-rated construction, their purpose and their rating (i.e. - occupancy separation 1-hour, corridor 0-hour, exit stair enclosure 1-hour, shaft 1-hour, etc.)			
C	Location & type of walls & partitions			
D	Location, size & swing of all doors			
E	Floor surface elevation changes greater than 1/4", ramps, steps and stairs			
F	Location, size & function type of all windows			
G	Accessible path of travel to the toilet rooms & drinking fountains serving the area of remodel			
H	Accessible element locations, positions, sizes, ranges, & clearances			
I	Casework			
J	Wall/partition type & symbol legend			
K	References to enlarged plans, elevations, sections, details, schedules & specifications			
L	Special considerations if applicable (sample list below) Demo Plan Location of hazardous materials storage & use Shelving & storage racks			
4.07 Architectural Reflected Ceiling Plan		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Each ceiling/soffited ceiling type & height. Include seismic design category (SDC) for suspended acoustical ceiling installations			
B	Fire-resistance-rated ceiling assembly and their purpose (i.e. - occupancy separation 1-			
C	Location of all means of egress identification (exit signs w/ emergency power source)			
D	Location of all means of egress illumination requiring an emergency power source			
E	Ceiling type & symbol legend			
F	References to enlarged plans, elevations, sections, details, schedules & specifications			

## BUILDING PROJECT SUBMITTAL CHECKLIST

4.08 Architectural Enlarged Floor Plans		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Room/area uses			
B	Fire-resistance-rated construction, their purpose & their rating (i.e. - corridor 0-hour, exit			
C	Location of walls & partitions			
D	Location, size & swing of all doors			
E	Floor surface elevation changes greater than 1/4", ramps, steps and stairs			
F	Location, size & function type of all windows			
G	New or altered accessible elements & facilities (sizes, heights, locations, positions,			
H	Casework			
I	Wall, partition & symbols legend			
J	References to elevations, sections, details, schedules & specifications			
K	Special considerations if applicable (sample list below) Location of hazardous materials storage & use Shelving & storage racks			
4.09 Architectural Enlarged Reflected Ceiling Plans		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Show and identify each ceiling/soffited ceiling type & height			
B	Fire-resistance-rated construction, their rating & their purpose (i.e. - occupancy separation			
C	Provide references to elevations, sections, details, schedules & specifications			
4.10 Architectural Elevations		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Interior/exterior materials & finishes			
B	Accessible element heights, locations, positions, ranges, & clearances			
C	Casework			
D	Shelving & storage racks			
E	References to sections, details, schedules & specifications			
4.11 Architectural Roof Plan		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	New/repaired/existing roof materials, classifications & slopes			
B	New/existing equipment & access (with clearances)			
C	Parapets (include fire-resistance rating as applicable)			
D	Roof access type and location			
E	References to elevations, sections, details, schedules & specifications			

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4.12 Architectural Sections / Section References		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Wall, partition & ceiling type identification (non-rated partition, 1-hour fire-barrier, 1-hour			
B	Fire-resistance assembly design numbers (walls, horizontal assemblies & joint systems)			
C	Stud/joist/rafter type, size, height, insulation, backing, bracing & sheathing			
D	Continuity for each wall & ceiling type			
E	Penetration requirements for fire-resistance-rated assemblies			
F	Moisture barrier, flashing & exterior finishes			
G	Accessible element heights, locations, positions, sizes, ranges, & clearances			
H	Casework			
I	Shelving & storage racks			
J	References to details, schedules & specifications			
4.13 Architectural Details		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Sill, head, stud, header, jamb, ledger, beam, girder, purlin, joist, rafter, backing, bracing,			
B	Conventional, designed and/or listed nailing, connection & fastening schedules			
C	Sections, details, schedules & specification (materials, anchoring & connections)			
D	Specify a proprietary suspended acoustical ceiling installation or fully detail the installation			
E	Finish schedule (floor, ceiling, interior exterior walls, etc.)			
F	Door & hardware schedule (means of egress, fire-resistance-rated & accessibility)			
G	New or altered accessible elements and facilities (sizes, heights, locations, positions,			
H	Fixed casework anchoring when not engineered			
I	Storage racks anchoring when 6 feet to 8 feet in height			
4.14 Structural Drawings (most with structural calculations)		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Foundation plan (continuous/spread footing, shear/bracing locations, types & lengths			
B	Floor framing plans (wall types, shear/bracing locations, types & lengths, post/column,			
C	Roof framing plan (beams, girders, purlins, joists, trusses, sheathing, diaphragms)			
D	Elevated & large plumbing, mechanical & electrical equipment installations			
E	Sections, details, schedules & specification (materials, anchoring, connections & transfers			
F	References to sections, details, schedules, specifications & special inspections			



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4.15 Mechanical Drawings		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Equipment schedule & specifications			
B	Floor plan (fire-resistance-rated construction, equipment, hoods, ducts, supply/return/exhaust/transfer registers, cfm's & controls)			
C	Commercial kitchen ventilation (hoods, exhaust fans, grease ducts & enclosures, make-up			
D	Air balance schedules			
E	Roof equipment plan			
F	Sections & details of installations (may require engineered design)			
G	References to sections, details, schedules & specifications			
H	Envelope & mechanical energy forms			
4.16 Plumbing Drawings		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Minimum sanitary facility & fixture calculations (except very minor projects)			
B	Pipe sizing calculations & charts			
C	Equipment, appliance & fixture, schedules & specifications (including accessibility)			
D	Material specifications			
E	Symbol legend			
F	Plumbing floor plans (fire-resistance-rated construction, equipment/appliance/fixture			
G	Sections & details of installations (may require engineered design)			
H	References to sections, details, schedules & specifications			
I	Mechanical energy forms (if applicable & not included in mechanical drawings)			
4.17 Electrical Drawings		<input type="checkbox"/> Entire Section N/A	Provided	N/A
A	Symbol legend & specifications (including wiring methods, emergency power &			
B	Single-line diagram, panel schedules, load calculations & feeder sizes			
C	Lighting floor plan with exit sign locations, circuiting, conductor sizes & controls			
D	Power/signal floor plans with panel locations, circuiting, conductor sizes & controls			
E	Fixture/equipment schedules			
F	Sections & details of installations (may require engineered design)			
G	References to sections, details, schedules & specifications			
H	Power, lighting & outdoor lighting energy forms			