



## COMMERCIAL/INDUSTRIAL PLAN SUBMITTAL CHECKLIST

### ATTACHMENT B

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process cannot proceed. Plans must have the stamped and signed signature of a state licensed architect or engineer responsible for their preparation. Check the items that are included.

- PLANS: 3 sets are required.
- PERMIT APPLICATION FORM, plan check FEE (non-refundable), indicate SITE PLAN REVIEW NUMBER.
- COMPLETE SITE PLAN: To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants and fire flow calculations per currently adopted CFC, location of water and sewer service connections at the city mains and to each building and REQUIRED CUBIC YARDS for building area purpose. **Call out FLOOD ZONE elevation.**
- LANDSCAPING AND IRRIGATION PLANS, including required street trees. Submit **Exhibit A**
- CONDITIONAL USE PERMIT, VARIANCES, OR PLANNED DEVELOPMENT conditions of approval.
- COMPLETE CIVIL PLAN: Including proposed grading plan, existing topography, building pad and finished floor elevation (city datum), parking lot grades, and wall footage elevations. Identify FLOOD ZONE designations
- SOILS REPORT
- OCCUPANCY CLASSIFICATIONS: Type of construction, basic allowable area or rationale for allowable area increase, building use and valuation.
- OCCUPANCY CHANGE: Indicate if this permit is for an occupancy change. Specify previous business or use.
- COMPLETE FLOOR PLAN: To SCALE and DIMENSIONED.
- FOUR MAJOR EXTERIOR ELEVATIONS (minimum).
- STRUCTURAL PLANS: Complete structural plans to include foundation, floor, and roof framing and all details and connections.
- STRUCTURAL CALCULATIONS, including vertical and lateral design, based on the 2019 CBC Part 2, Volume 2 or currently adopted CBC. Calculations must be stamped and signed by the design engineer
- TRUSS AND ENERGY CALCULATIONS: This will include layout, truss calculation sheets keyed to layout, size and type of connections and lateral bracing plan. Calculations must be stamped and signed by the design engineer
- COMPLETE PROJECT SPECIFICATIONS.
- ELECTRICAL FLOOR PLAN: Including service size calculation, location of sub-panels, feeder sizes and a complete one-line diagram.
- FIRE DEPARTMENT MAINTENANCE PLAN: One 8-1/2" X 11" size copy of each floor plan (for Fire Department Maintenance File).
- MECHANICAL PLAN: Indicating size, location of units, size of ducts and outlets; Fire Sprinkler System plans and Calculations.
- PLUMBING PLAN: Indicating location of DWV system, water, gas piping size calculations and schematics.
- FIRE SPRINKLER AND/OR SUPPRESSION SYSTEM PLAN
- SOLAR PV SYSTEM PLANS AND SUBMITTALS PER T24 MINIMUM KWDC
- CONSTRUCTION & DEMOLITION PLAN
- SIGN PERMIT: Submit plot plan. Include all existing and proposed sign elevations, construction details for attachment, and wiring details for proposed sign(s). Separate Permit Required.
- RECYCLING & REFUSE TRASH ENCLOSURE(S): Location to be included in the plans.
- ALL PLANS MUST BE COMPLETELY ASSEMBLED AND STAPLED PRIOR TO SUBMITTAL.**

**INCOMPLETE SUBMITTALS WILL BE REJECTED**

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINT OR TYPE NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_