
PLAN CHECK SUBMITTAL CHECKLIST Commercial Projects

Following is a comprehensive list of plans and documents required for building permit review. Applicants are required to submit plans and applications directly to the Building and Safety Division. All Plans must be submitted electronically to our [website](#). For specific requirements for a particular project, please consult with the Building and Safety Division between the hours of 8:00 a.m. to 5:00 p.m. Monday to Friday. All plan review fees are due at the time of the initial plan review submittal. All applicable Development Fees, Permit Fees and School Impact Fees must be paid prior to permit issuance.

Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at 925-931-5600, or pod@cityofpleasantonca.gov.

New Construction:

Initial Plan Check: Five Weeks
First Resubmittal: Three Weeks
Add'l Resubmittals: One Week

Tenant Improvements:

Initial Plan Check: Three Weeks
First Resubmittal: Two Weeks
Add'l Resubmittals: One Week

Submittal Requirements:

- A **PDF** copy of the plans.
- A **PDF** copy of the following documents:
 - Structural Calculations – *both wet stamped and signed*
 - Energy Calculations (Title 24) - *both wet stamped and signed*
 - Truss Calculations Floor/Roof - *both wet stamped and signed*
 - Soils Report - *both wet stamped and signed*
 - Specifications, if any submitted
- Other Documents:** A **PDF** copy of each of the following documents:
 - Zone 7 Impervious Surface Worksheet
 - School Impact Fees - *Provide receipt of PUSD fees for all New Construction and Additions over 500 square feet. Fees must be paid prior to building permit issuance.*
 - Accessible Path of Travel Worksheet
- Deferred Documents:** A **PDF** copy of each of the following documents (please note, deferred items are not to be installed until approved by all City Departments and Divisions as required):
 - Automatic Fire Sprinklers – *New construction and additions when the existing building has fire sprinklers.*
 - Fire Alarm – *New construction and additions when the existing building has fire alarm.*

- Roof Truss Design and Calculations – *Approval by the engineer of record stamped on the plans or letter.*
- Any other items as allowed by the Chief Building Official

Plans shall be scaled to 24” x 36” size for new construction and additions. Below are common items needed for plan check submittal:

- A. **Conditions of Approval:** Six copies of letter responding to each of the listed conditions of approval from the Planning Division permit, if applicable (Conditional Use Permit, Special Design Permit, Planned Unit Development, Variance, etc.)
- B. **Cover Sheet:** Provide scope of work, project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes.
- C. **Architectural Plans:** Site/Plot plan, existing construction, demolition plan, new construction, floor plans, exiting plans, door schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, and roof plan.
- D. **Structural Plans:** Show foundation plan, floor framing plan, roof framing plan, and structural details.
- E. **Mechanical Plans:** Show ducting, fire dampers, SFD’s, cook hoods, chemical hoods, HVAC equipment, CFM/BTU and LFL calculations
- F. **Electrical Plans:** Show the location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, Gensets, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding.
- G. **Plumbing Plans:** Provide isometric plans for waste/vent, type of piping material, gas lines, water lines, show location of boilers, water heaters with their input BTU rating.
- H. **Energy Calculations:** Provide signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.
- I. **Civil Plans:** Show all site work, grading, storm drainage, and utilities
- J. **Storm Water Pollution Prevention Plan:** Refer to the Engineering Department for submittal requirements. <http://www.cityofpleasantonca.gov/gov/depts/engineering/stormwater.asp>
- K. **Landscape Plans, Details and Tree Protection:** Refer to the Landscape Architecture Division for submittal requirements. <http://www.cityofpleasantonca.gov/resident/trees.asp>
- L. **Alameda County Department of Environmental Health Approval:** for pools, spas and food service facilities. Provide two sets of approved plans. <http://www.acgov.org/aceh/index.htm>
- M. **Hazardous Materials List:** Quantities, MSDS sheets with an explanation of processes
- N. **Waste Management Plan:** Required for all commercial projects. Refer to Green Halo Systems for Compliance. <http://pleasanton.wastetracking.com>
- O. **California Green Building Code with Check List on plans:** Denote where on the plans all mandatory requirements are met. LEED compliance is required by Planning Division per PMC section 17.5.