



CITY OF FORTUNA, CALIFORNIA
Community Development Department
Building and Safety Division
 621 11th street
 Fortuna, California 95540
 Phone: 707-725-7600 - Fax: 707-725-7610

COMMERCIAL PLAN SUBMITTAL CHECK LIST

Plans shall be dimensioned and drawn to scale upon suitable material, shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and in conformance with codes, laws, ordinances, rules, and regulations.

(California Building Code, Appendix section 106.1.1.; City of Fortuna (FMC) Municipal Code)

Submitting the following plans and documentation when applying for a building permit will ensure a more effective plan review and building inspection process. The check boxes below are designed to assure the submittal is complete. The boxes under City will be checked off by the Building and Safety Division staff and the boxes under applicant shall be checked or initialed by the applicant and the signature page signed to verify that all items listed below have been submitted. If all of these items have not been submitted the application will be considered incomplete and will be rejected.

APPLI	CITY	1. General
		a. Complete a City of Fortuna Commercial Building Permit Application.
		b. Submit four (4) complete sets of plans <ol style="list-style-type: none"> 1. <u>Building Division</u>: two (2) sets of complete plans stamped and signed by Registered Design Professional. 2. <u>Planning Division</u>: one (1) set of site plans with survey and topographic map, one (1) set of floor plans, and one (1) set of all four exterior elevations. 3. <u>Engineering Division</u>: one (1) set of site plans including survey and topographic map, one (1) set of Erosion prevention plan and one (1) set of floor plans.
		c. Complete Access <u>Compliance Documentation for Alteration to existing Buildings</u> . For remodeling projects and/or change of building classification.
		d. Complete a hazardous materials survey form if applicable.
		e. City Department approvals including: Building, Planning and Engineering Departments are required before permit issuance.
		f. Outside agency approvals including Fire Department, Utility District, Heath Department, and School Districts may be required before building permit can be issued.
		g. Show project scope/description, code analysis, vicinity map, location, symbol index, abbreviations, sheet index and project information. (persons/company involved)
		h. The size will be on standard size paper. Please obtain prior approval for plans over 24" x 36"
		i. Architectural and Engineering plans sheets and calculations shall be stamped and wet-signed by the project architect and/or engineer of record.
		j. Plans must be legible and of adequate quality for digitizing.
		k. Flood Elevation Certificate if applicable to this site and project.

APPLI	CITY

2. Code Analysis - Application to be filled out and also shown on plan.	
a.	Edition of the codes used.
b.	Project address including suite and/or unit numbers.
c.	Use & occupancy classification for every space within the building.
d.	Type of construction.
e.	Location on the property.
f.	Fire rating & openings at exterior walls.
g.	Allowable floor area including any increases.
h.	Height and number of stories.
l.	Occupant load.
j.	Number of exits required including number per floor and required fire ratings.
k.	Number of plumbing fixtures required for men's & women's restroom.

APPLI	CITY

3. Site Plan Scale: 1/16" = 1'0" or 1" = 10'0" minimum.	
a.	Provide stamped and signed boundary and topographic surveys for all new buildings.
b.	Building and suite addressing and assessor's parcel number.
c.	Provide grade levels showing existing and finished to established datum for the site.
d.	Provide setbacks and dimensions from property lines to location of proposed buildings.
e.	Show existing and proposed parking.
f.	Site accessible parking, signage, path of travel, slopes, ramps, stairs and railings.
g.	Show existing and proposed landscaping.
h.	Show existing and proposed lighting. Address energy requirements.
l.	(BMP's) Erosion protection on plans. Include during construction and for final approval.
j.	Show north arrow.

APPLI	CITY

4. Accessibility plan Scale for plans 1/4" = 1'0". details & cross sections 3/8" = 1'0" min.	
a.	Show path of travel at ground floor and all accessible floors.
b.	Show accessible stairs, ramps, grip-able rails, landings and elevators.
c.	Show accessible signage and audible alarms.
d.	Show accessible bathrooms, drinking fountains and accessible fixtures.
e.	Show all other required accessibility details.

APPLI	CITY

5. Energy Requirements. - California Title 24 Energy Standard Required Documents.	
a.	Approve Residential Building 2005 Energy Standards Programs accepted by the state of California Energy Commission. See www.energystandards.com for most current versions.
b.	Is the Form signed and dated by Designer and Applicant or agent.
c.	Does the building "Comply" according to the Title 24 report?
d.	Is the correct Climate Zone modeled on the Title 24 report?
e.	Results of energy calculations will be shown on the electrical and mechanical plans.

APPLI	CITY

10. Structural Plans		Scale for plans 1/4" = 1'0". details & cross sections 3/8" = 1'0" min.
a.	Identify the edition of the code and standards that are the basis of design.	
b.	Provide foundation plan.	
c.	Show reinforcing sizes and details.	
d.	Provide floor framing plan.	
e.	Provide roof framing plan.	
f.	Provide sections and details of construction.	
g.	Provide structural steel stud framing layout and details.	
h.	Provide dimensions, locations and sizes of all structural members in sufficient detail.	
i.	Specify design loads on plans.	
j.	Provide lateral design and details.	
k.	Provide steel building plans as needed.	

APPLI	CITY

11. Electrical Plans		Scale for plans 1/4". details & sections 3/8" min
a.	Location of all electrical equipment, including meter/main panel, sub-panels, switches, outlets, fixtures, exterior outlets/fixtures, smoke detectors, exit signs, emergency lights and etc.	
b.	Electrical plans shall show all required permanently installed fixtures to be either high efficacy or be controlled by an occupant / dimmer sensor, per current energy standards. Locations shall be shown on electrical plan(s).	
c.	Note the requirements for circuit sizing, separate circuits, appliance circuits, arc faults, etc.	

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12. Plumbing Plans		Scale for plans 1/4". details & sections 3/8" min
a.	Provide plumbing drawing and schematic drawing for the plumbing supply, waist, vents and gas.	
b.	PEX plumbing is allowed on a case by case basis after the approval from the Building Official – Alternate Material and Method process. Provide manufactures information packed of product proposed. Provide Installers Certification Card. (MANIFOLD TYPE SYSTEMS ARE REQUIRED)	
c.	Gas schematics are to be drawn and signed by a licensed plumber, HVAC contractor or engineer of record.	
d.	<u>Remodeling – On cover sheet:</u> Proved information off types of plumbing fixtures that are being removed: Plumbing fixtures that are to staying and all new plumbing fixtures being installed.	

COMMERCIAL - PLAN SUBMITTAL CHECK LIST

The owner and/or contractor and/or engineer and/or architect must sign all the plans. Even if no structural work is being proposed, plans are to be reviewed for compliance with the requirements of the California Building Codes and City of Fortuna Ordinances



I certify that I have read, understood and have submitted plans and information complying with the requirements contained in this checklist. I further understand that the Building and Safety Division only spot-checks my plans and buildings when performing their plans review and inspections. It is my responsibility to comply with these requirements, California Building Codes and City of Fortuna Municipal Code, knowing that the Building and Safety Division will not compromise life, safety or code compliance for any reason.

Signature of Applicant: _____ Date: _____

Applicant Print Name: _____ APN: _____ - _____ - _____