

COMMERCIAL NEW CONSTRUCTION OR TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

- 1. Electronic plan submittals shall be prepared by a State of California licensed architect or engineer. They shall be to scale (typically 24"x 36" PDF format for later printing of approved field set). All plan sheets shall be electronically wet stamped and signed by the California licensed engineer/ architect of record. See SimpliCITY Help Guide regarding recommended sheet numbering and order.**

Drawings Shall Include:

- Title/Cover Sheet
 - **Valid City Address(es)** – Submit address request form via SimpliCITY to obtain new address for new structures
 - **Assessor's Parcel Number (APN)**
 - **Legal Description of Property**
 - **Complete Scope of Work Statement:** example: *New 20,000 SF industrial shell building (office 2000 SF, warehouse 18,000 SF) with 10 light poles, trash enclosure, 100 SF structural canopy, 1000 LF freestanding block wall 100 LF retaining basin wall*
 - **Square Footage (SF for structure(s) / Linear Feet (LF block wall or High Pile Storage/Racking):**
 - **Occupancy Group(s):** *R-3, U1*
 - **Occupant Load Calculations**
 - **Floor Area (SF):** building footprint plus any mezzanine floor area
 - **Number of Floors**
 - **Construction Type**
 - **Seismic Design Category:(SDC factor)**
 - **Code Editions:** (example: *2019 California Building, Residential, Mechanical, Electrical and Plumbing, Energy, Green Building Standards / Codes*)
 - **Fire Sprinklers?** *Yes or No*
 - **List any separate and/or deferred submittals** -"Deferred submittals" must be approved by the Building Official in writing prior to plan submittal (example: *truss calc or roof access ladder for concrete tilt up structure*). Examples of "Separate Submittals" would be *fire sprinkler /alarm / underground fire line, grading, landscaping, guard shack, light poles, canopies, etc..*
- Plans must identify the plan preparer with name, address, email and phone # on the title block
- The designer must sign the drawings (electronic signature is acceptable)
- A licensed Architect or Engineer-of-Record must sign the structural drawings and/or calculations
- Detailed Site Plan - show all adjacent buildings/ suites/ structures (see page 2 for further details)
- Architectural Details
- Floor Plan - Showing doors, windows, interior walls and features, and complete dimensions of structure.
- Exterior Elevations - Drawn to scale showing all four sides, including (N) new & (E) existing.
- Construction Notes: Including applicable codes to which structure must comply, material specifications and other notes
- Electrical Plan: Show location of service entrance, size and location of any panels or sub-panels, and location switches, outlets, and any fixed equipment (see page 2 for further details)
- Plumbing Plan: Show the location of all fixtures and the routing and size of the sewer, water, and gas piping
- Mechanical Plan: Show the location of all equipment and the routing of all duct work
- Framing Plan – for walls, floor, roof etc. Provide plans & structural calculations for all framing for both vertical and lateral load resisting systems.
- Cross-sections
- Foundation Plan - Provide plans and structural calculations for the foundation (if new / addition). A Geotechnical/Soils Report is required for all new construction.
- Window and Door Schedules
- Interior Elevations
- Truss Calculations (if applicable): Provide wet stamped and signed roof truss calculations and layout plans.
- Title 24 Energy Calculations: Include required sheets printed on the plans.
- California Green Building Standards mandatory measures.

(Continued on page 2 & 3)

2. The following plans must be designed, signed and stamped by the appropriate licensed/registered professional or appropriate licensed contractor(s) (B&P Code Sections 5537.2, 5537.4, 6737.4):

Electrical Plans Include:

- Load Calculations
- Panel Schedules
- Single Line Diagram
- HVAC Plans Include: Piping Sizes
- Equipment Location & Schedules
- Duct Location Diagram
- Plumbing Plans Include: Isometrics
- Gas Piping
- Sizing
- Material
- DWV
- Water
- Lengths

3. SITE PLAN REQUIREMENTS

- Use, size, and dimensioned location of existing and proposed structures, including retaining walls. Show and label all property lines.
- Location of existing and proposed sewage disposal systems, or if public sewer, show location of lateral connections.
- Names of streets abutting the property.
- Elevations on the building site and the surrounding lot area.
- Obtain lot certification from Public Works.
- Note the "North" arrow.
- Note the setbacks to all property lines.
- Show the driveway leading to the garage.
- Show graphically (by arrows) drainage away from the building foundation and, if applicable, conform to the geotechnical report's recommendations for site drainage and roof drainage disposal.
- Indicate the location of the APPROVED illuminated address numbers for the property in such a position to be plainly visible and legible from the street or road fronting the property.

4. PDF of Title 24 Energy Compliance Documentation:

- A copy of the base building CF-1 Form
- CF-1 Parts 1 and 2 for the Tenant Improvements (TI)
- MF-A Mandatory Measures Checklist

5. PDF of Geotechnical (Soils) Report (for new construction)

6. Structural Calculations - Structural calculations shall have original stamps with the engineer's signature, license number and expiration date on the front sheet. In addition, all associated structural sheets shall also be stamped and signed by the engineer.

7. PDF of the approved Riverside County Health Department documentation/plans for private sewage systems (if applicable).

8. PDF of the approved Riverside County Health Department documentation/plans for establishments serving, selling, or processing food.

9. The following releases and approvals will be required prior to issuance of a building construction permit.

- A. Water Purveyor (depending on location)**
 - a. Eastern Municipal Water District - 951-928-3777
 - b. Box Springs Mutual Water District – 951-653-6419
- B. Sewer Purveyor (depending on location)**
 - a. Eastern Municipal Water District - 951-928-3777
 - b. Edgemont Community Services – 951-784-2632
- C. Riverside County Health Department (when applicable)**
 - a. Food Handling - 951-358-5172
 - b. Septic Systems - 951-955-8980
- D. School District (when applicable for new/additional SF)**
 - a. MVUSD – 951-571-7500 ext 17376
 - b. VVUSD – 951-940-6100
- E. City Departments (as applicable, depending on scope of work)**
 - a. Fire Prevention – 951-413-3379
 - b. Planning – 951-413-3206
 - c. Land Development – 951-413-3120
 - d. Special Districts (Balloting) – 951-413-3505
 - e. Landscape Services – 951-413-3485
 - f. Transportation – 951-413-3500
 - g. MoVal Recycling Program (Waste Management) – 951-413-3109
 - h. Parks & Recreation – 951-413-3711
 - i. MV Utilities – 951-413-3500
 - j. Business Licensing – 951-413-3080

NOTE: This list is not to be considered as all-inclusive.

New Owner: If the construction is for a new business occupying the remodeled space, a Certificate of Occupancy (CofO) should be completed by the business owner and included prior to permit issuance. The CofO packet can be found at www.moval.org.

For more information, contact:
Building and Safety Division
Phone (951) 413-3350 or FAX (951) 413-3363