



# COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

Planning & Building  
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Hours: 7:30 a.m.–3:30 p.m., M–Th

The following plans, calculations, reports, and specifications shall be included as part of the submittal package when applicable to the project's scope of work. It is the responsibility of the applicant to verify the information required for their specific project.

	New Construction	Alterations/Additions*
Drawings (11" x 17" Minimum)		
Cover Sheet – General Information	✓	✓
Plot Plan	✓	✓
Grading and Drainage Plan	✓	Additions*
Architectural Plans		
Roof Plan	✓	✓
Floor Plan	✓	✓
Exterior Elevations	✓	Required for exterior changes
Building Cross Sections	✓	✓
Architectural Details	✓	✓
Structural Plans		
Roof Framing Plan	✓	Required if structural work is involved
Floor Framing Plan	✓	
Foundation Plan	✓	
Structural Details	✓	
Accessibility Compliance 11B	✓	✓
Electrical Plan	✓	Required if modifications are made to existing mechanical electrical or plumbing system
HVAC Plan	✓	
Plumbing Isometric Diagram	✓	
Calculations		
Structural Calculations	✓	Required if structural work is involved
Pre-manufactured Truss Calculations	✓	✓
Energy Calculations & Forms (Title-24)	✓	✓
Other Documents		
Soils Report	✓	Additions*
Hazardous Materials Inventory List	✓	If adding any materials
Bay Area Air Quality Management District Notification	For Asbestos, demolition and diesel generators ✓✓	
Affordable Housing Plan	✓	✓
Sewer Connection Fee Worksheet	✓	✓
Survey	Structures 6 feet or less from property lines	
Equipment Cut Sheets	✓	✓
Design Review Approval Letter Imprinted on the Plans	✓	Required for exterior changes
Approval letter for work on city owned properties or structure.	✓	✓



## GENERAL DOCUMENT SUBMITTAL REQUIREMENTS

### General Information

1. The author/registered design professional must stamp and sign all pages of documents.
  2. Design professional's name, title, registration, address, and telephone number.
  3. Address of property, name and address of the property owner.
  4. Cover sheet information:
    - a. Applicable codes and editions California Code of Regulations Title 24. (CBC, CMC, CEC, CPC and CEEC.)
    - b. Scope of work and description.
    - c. Occupancy and type of construction.
    - d. Gross area by floor(s) and building height.
    - e. Index of drawings.
  5. Scale of drawings.
  6. All drawings (plan sheets) must be of the same size and no smaller than 11" x 17".
4. Structural material specifications.
  2. Foundations, roof and floor framing plans.
  3. Exterior elevations.

### Plot Plan

1. Surveying (required if new structure is 6 feet or less from the property lines.)
2. ATTN: Pad elevation for FEMA flood plain
3. Lot dimensions.
4. Building footprint (both existing and proposed) with all projections and dimensions to property lines.
5. Vicinity map and North Arrow.
6. Easement and other structures such as fence, garage, well, shed, pool, HVAC equipment.
7. Parking layout, driveway locations and new sidewalks (fully detail all disabled accessibility features.)
8. Detail exit door locations.

### Grading and Drainage:

1. Tops and toes of slopes.
2. Pad elevations ground slope drainage scheme.
3. Retaining walls and drainage systems. (Structural calculations required for all retaining walls over 4 feet in height measured from the bottom of the footing to the top of the wall.)

### Architectural and Structural Plans

1. Architectural roof and floor plans.

5. Truss configurations and locations.
6. Typical cross section in each principal axis.
7. Exit analysis, exit location(s), egress path and emergency lighting.
8. Path of travel to space for accessibility.

#### **Details**

1. Window and door schedule including fire rating, hardware, and safety glazing locations.
2. Window and exterior door header, jamb and sill details.
3. Flashing including vertical junctures of materials.
4. Footings, piers, and grade beams.
5. Structural sections with connection details at foundation, floor, and roof.
6. Roof eaves, overhangs, ridges, parapets, rakes, and gables.
7. Handrails and guardrails with support details.
8. Detail of fire resistive assemblies.
9. Detail all protected penetrations and openings.
10. Cross section of fire rated corridors, door ratings, smoke/fire damper locations.
11. Finish schedule with flame spread ratings.

#### **Pre-Manufactured Truss Information**

1. Truss placement plan with truss identification number and manufacturer's name.
2. Detail of all truss splices, connections, and plate sizes.
3. Truss design calculations with single line truss diagrams, vertical and lateral loads, and reference to framing plan.
4. Stamped and wet signed by registered professional engineer.

#### **Plumbing Plan**

1. Plumbing schematic (isometric or one-line) with fixtures and pipe size calculations.
2. Chemical waste and piping plan with water pollution control and Hazardous Materials approval.
3. Hydronic heating schematics.



### **Mechanical Plan**

1. HVAC plans – location, size, duct layout, smoke/fire dampers.
2. Roof/wall penetrations, details and specs.
3. Environmental and product conveying duct plan.
4. Gas piping and sizing calculations.
5. Kitchen plan for commercial kitchens and Alameda County Health Department approval stamped plans.

### **Electrical Plan**

1. Outlets, fixtures, switches, smoke detectors, service panels with size and ground, subpanels.
2. Wire and conduit sizes on electrical single line drawing.
3. Electrical ceiling lighting plan including exit lights, as applicable.
4. Required backup diesel generators

### **Energy Requirements**

1. Forms PERF, ENV, LTG, OLTG, MECH, and HVAC Systems Heating and Cooling Load Summary with all required signatures.
2. Print of compliance forms on full size drawings.

### **Other Plans**

1. Storage racks over 6'-0" in height, with anchorage details and calculations prepared by a licensed professional.
2. Fire alarm/smoke detection systems.
3. Flammable liquid and compressed gas storage areas.
4. Spray booths.
5. Automatic fire sprinkler/extinguishing systems.



## COMMERCIAL PROPERTY SUPPLEMENTAL QUESTIONNAIRE

<b>Date:</b>	<b>Official Use Only</b>	<b>Zoning District:</b>
<b>Property Address</b> (Room, Suite #, Bldg. #, if applicable):		
<b>TENANT INFORMATION</b>	<b>PREVIOUS TENANT/OCCUPANT</b>	<b>PROPOSED TENANT/OCCUPANT</b>
<b>Name of Business</b>		
<b>Type of Business</b> (Retail, Office, Manufacturing, Warehouse, Storage, Hotel/Motel, etc.)**If change in use, Affordable Housing Fee Plan must be submitted at time of application.		
<b>Occupancy Classification</b> Per CBC Chapter 3 (Copy provided)		
Please explain your business operation and the number of employees on an attached sheet.		
<b>BUILDING INFORMATION</b>	<b>YES</b>	<b>NO</b>
Does building have <b>fire sprinkler</b> system?		
Does building have <b>fire alarm</b> system?		
Does building contain <b>asbestos</b> in area of remodel?	Please obtain <b>BAAQMD application</b> from Building Permit Center. Prior to permit issuance, a copy of the approval letter from BAAQMD must be received by the Alameda Building Permit Center.	
Will <b>hazardous materials</b> be stored on this site?	Please complete <b>Page 2</b> and submit a <b>hazardous materials storage plan</b> with application.	
<b>BUILDING AREA</b> Provide EXISTING and PROPOSED floor plan of entire building. Each space <i>must</i> be identified.	<b>Total Square Footage:</b>	<b>Square Footage of this Improvement:</b>



## USE AND OCCUPANCY CLASSIFICATIONS

Structures or portions of structures shall be classified with respect to occupancy in one or more of the groups listed below. A room or space that is intended to be occupied at different times for different purposes shall comply with all the requirements that are applicable to each of the purposes for which the space will be occupied. Refer to 2007 CBC Chapter 3 for more detailed occupancy descriptions.

OCCUPANCY GROUP	DESCRIPTION OF OCCUPANCY
A-1	Assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures including motion pictures and television production studio sound stages, motion picture theaters, symphony and concert halls.
A-2	Assembly uses intended for food and/or drink consumption including banquet halls, nightclubs, restaurants, taverns and bars.
A-3	Assembly uses intended for worship, recreation or amusement including amusement arcades, art galleries, bowling alleys, places of religious worship, community halls, courtrooms, dance halls, exhibition halls, funeral parlors, gymnasiums without spectator seating, indoor swimming pools, indoor tennis courts, lecture halls, libraries, museums, waiting areas in transportation terminals, pool and billiard parlors.
A-4	Assembly uses intended for viewing of indoor sporting events and activities with spectator seating including arenas, skating rinks, swimming pools, tennis courts.
A-5	Assembly uses intended for participation in or viewing outdoor activities including amusement park structures, bleachers, grandstands, and stadiums.
B	Business for professional or service-type transactions, including storage of records and accounts: Airport traffic control towers, animal hospitals, banks, barber and beauty shops, car wash, civic administration, outpatient clinic, dry cleaning and laundries, educational occupancies for students above the 12 <sup>th</sup> grade, electronic data processing, laboratories, motor vehicle showrooms, post offices, print shops, professional services, radio and television stations, telephone exchanges, training and skill development not within a school or academic program.
E	Educational occupancy used by more than 6 persons at any one time through the 12 <sup>th</sup> grade; daycare services for more than 6 children older than 2-1/2 years of age.
F-1	Factory industrial moderate-hazard occupancy for aircraft, appliances, athletic equipment, automobiles, bakeries, beverages (over 12% alcohol content), bicycles, boats, brooms or brushes, business machines, cameras and photo equipment, canvas or similar fabric, carpets and rugs, clothing, construction and agricultural machinery, disinfectants, dry cleaning and dyeing, electric generation plants, electronics, engines, food processing, furniture, hemp products, jute products, laundries, leather products, machinery, metals, millwork, musical instruments, optical goods, paper mills or products, photographic film, plastic products, printing or publishing, recreational vehicles, refuse incineration, shoes, soaps and detergents, textiles, tobacco, trailers, upholstering, wood distillation and woodworking.
F-2	Factory industrial low-hazard occupancy for beverages (up to 12% alcohol content), brick and masonry, ceramic products, foundries, glass products, gypsum, ice, and metal products.
H-1	High-hazard occupancy containing materials that pose a detonation hazard including explosives, detonable organic peroxides, Class 4 oxidizers, unstable materials, and detonable pyrophoric materials.
H-2	High-hazard occupancy containing materials that pose a deflagration hazard or a hazard from accelerated burning including Class I, II, or IIIA flammable or combustible liquids stored in open or pressurized containers, combustible dusts, cryogenic fluids, flammable gases, organic peroxides, Class 3 oxidizers, nondetonable pyrophoric liquids, solids and gases, nondetonable Class 3 unstable materials, and Class 3 water-reactive materials.
H-3	High-hazard occupancy containing materials that readily support combustion or that pose a physical hazard including Class I, II, or IIIA flammable or combustible liquid stored in closed containers, combustible fibers, consumer fireworks, oxidizing cryogenic fluids, flammable solids, Class II and III organic peroxides, Class 2 and 3 oxidizers, oxidizing gases, Class 2 unstable/reactive materials, and Class 2 water-reactive materials.



OCCUPANCY GROUP	DESCRIPTION OF OCCUPANCY
H-4	High-hazard occupancy containing materials that are health hazard including corrosives, highly toxic and toxic materials.
H-5	Semiconductor fabrication facilities and comparable research and development areas in which high quantity of hazardous production materials are used.
I-1	Institutional occupancy housing clients, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services, including assisted living facilities and social rehabilitation facilities.
I-2	Institutional occupancy used for medical, surgical, psychiatric, nursing or custodial care on a 24-hour basis for more than 6 persons who are classified as nonambulatory or bedridden, including hospitals, nursing homes, mental hospitals and detoxification facilities, child-care facilities, and ambulatory care facilities.
I-3	Institutional occupancy inhabited by one or more persons who are under restraint, including prisons, jails, reformatories, detention centers, correctional centers, and juvenile halls.
I-4	Day-care facilities occupied by more than 6 persons of any age who receive custodial care for less than 24 hours by individuals other than parents or guardians, relatives by blood, marriage or adoption and in a place other than the home of the person cared for, including adult care facilities and child care facilities.
M	Mercantile occupancy used for the display and sale of merchandise, and involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public, including department stores, drug stores, markets, motor fuel-dispensing facilities, retail or wholesale stores and sales rooms.
R-1	Residential occupancy containing sleeping units where the occupants are primarily transient in nature, including boarding houses, hotels, motels, and efficiency dwelling units.
R-2	Residential occupancy containing sleeping units or more than two dwelling units where the occupants are primarily permanent in nature, including apartment houses, boarding houses, convents, dormitories, fraternities and sororities, nontransient hotels, monasteries, nontransient motels, vacation timeshare properties, and nontransient efficiency dwelling units.
R-3	Residential occupancies where the occupants are primarily permanent in nature and not classified as Group R-1, R-2, R-3.1, R-4 or I, including buildings other than townhouses that do not contain more than two dwelling units, townhouses not more than three stories above grade in height with a separate means of egress, congregated living facilities with 16 or fewer persons.
R-3.1	Facilities licensed by a governmental agency for a residentially based 24-hour care facility providing accommodations for 6 or fewer clients of any age.
R-4	Residential occupancy for residential care/assisted living facilities including more than 6 ambulatory clients, excluding staff.
S-1	Moderate-hazard storage that are not classified as Group S-2, including storage of levels 2 and 3 aerosols, aircraft repair hangar, bags, bamboos and rattan, baskets, belting, books and paper in rolls or packs, boots and shoes, buttons, cardboard and cardboard boxes, clothing, cordage, dry boat storage, furniture, furs, clues, mucilage, pastes and size, grains, horns and combs, leather, linoleum, lumber, motor vehicle repair garages, photo engravings, resilient flooring, silks, soaps, sugar, tires, tobacco, cigars, cigarettes and snuff, upholstery and mattresses, and wax candles.
S-2	Low-hazard storage of noncombustible materials including aircraft hangar, asbestos, beverages (up to 12% alcohol), cement in bags, chalk and crayons, dairy products, dry cell batteries, electrical coils, electrical motors, empty cans, food products, fresh fruit and vegetables, frozen foods, glass, glass bottles, gypsum board, inert pigments, ivory, meats, metal cabinets, metal desks, metal parts, metals, mirrors, oil-filled and other types of distribution transformers, parking garages (open or enclosed), porcelain and pottery, stoves, talc and soapstones, washers and dryers.
U	Utility and miscellaneous structures not classified in any specific occupancy, including agricultural buildings, aircraft hangars accessory to a one- or two-family residence, barns, carports, fences more than 6 feet high, grain silos accessory to a residential occupancy, greenhouses, livestock shelters, private garages, retaining walls, sheds, stables, tanks, and towers.



## HAZARDOUS MATERIALS LIST

CBC Table 307.1(1) Hazardous Materials Posing Physical Hazard	CLASS	QUANTITY ( <i>solid lb., liquid gal., or gas cu. ft.</i> )		
		STORAGE	USE – CLOSED SYSTEMS	USE - OPEN SYSTEMS
Combustible liquid	II			
	IIIA			
	IIIB			
Combustible fiber	Loose baled			
Consumer firework (Class C, Common)	1.4G			
Cryogenics, flammable	N/A			
Cryogenics, oxidizing	N/A			
Explosives	Division 1.1			
	Division 1.2			
	Division 1.3			
	Division 1.4			
	Division 1.4G			
	Division 1.5			
	Division 1.6			
Flammable gas	Gaseous			
	Liquefied			
Flammable liquid	1A, 1B and 1C			
Combination flammable liquid (1A, 1B, 1C)	N/A			
Flammable solid	N/A			
Organic peroxide	UD			
	I			
	II			
	III			
	IV			
	V			
Oxidizer	4			
	3			
	2			
	1			
Oxidizing gas	Gaseous			
	Liquefied			
Pyrophoric material	N/A			
Unstable (reactive)	4			
	3			
	2			
	1			
Water reactive	3			
	2			
	1			

CBC Table 307.1(2) Hazardous Materials Posing Health Hazard	CLASS	QUANTITY ( <i>solid lb., liquid gal., or gas cu. ft.</i> )		
		STORAGE	USE – CLOSED SYSTEMS	USE - OPEN SYSTEMS
Corrosive	N/A			
Highly toxic	N/A			
Toxic	N/A			



