



New Commercial and/or Commercial Tenant Improvements, Remodels, Additions and Alterations

Plan Check Submittal Non-Residential Additions/Alterations

Design Criteria

- ✓ Seismic Design Category "D" (most cases)
- ✓ Basic Wind Speed 85 mph
- ✓ Exposure B or C
- ✓ Maximum rain intensity (1-1/2" per hour)
- ✓ 2016 California Building Code, 2016 California Plumbing Code, 2016 California Mechanical Code, 2016 California Electrical Code, 2016 California Fire Code. City of Rohnert Park Municipal Code Title 15.
- ✓ California Code of Regulations Title 24 Accessibility Regulations
- ✓ Soils Report per IBC Section 1802
- ✓ 2013 CEC Energy Efficiency Standards, Climate Zone 2
- ✓ Fire Sprinklers per NFPA and local fire code ordinance

Drawing Criteria

Please submit the following:

1. (7) complete sets of plans, two must be wet-signed and stamped; the others can be copies
2. (2) loose sets of structural calculations, if applicable
3. (2) loose sets of energy calculations, if applicable
4. (2) loose sets of CAL-Green Checklists, if applicable
5. (2) sets of storm-water determination worksheet which can be found in

PLEASE NOTE: *The cover sheet must include the occupancy type, construction type, and square footage of the area of work.*

*****Plans must include ALL applicable plan sheets based on scope of work, Title 24 & CAL Green checklist, if applicable.***

Plans **must be wet signed by preparer on each page unless prepared by owner.** Architects/Engineers must affix their seal and wet sign every page of drawing for which they are responsible (only cover sheet of supporting documents or calculations needs to be stamped and wet signed.)

PLEASE NOTE: When submitting **NEW** commercial plans you must include architectural, civil, mechanical, plumbing, electrical, landscaping and irrigation plans at the time of submittal. These plans must also include site lighting. All of these plans must be stapled together at the time of submittal. You must also include all other applicable documents that are listed in this handout at the time of submittal. **Incomplete submittals will not be accepted.**

You may also submit electronically by submitting a flash drive with all of the required documentation for your project. The flash drive **must** include a transmittal that clearly identifies **ALL** of the documents being submitted. A plan check fee will need to be submitted along with the flash drive prior to your application getting processed.

PLEASE NOTE: Once the project is approved the architect will need to submit (4) complete sets of documentation (plans and additional required documentation) directly to the third party consultant assigned to your project. The third party consultant will verify that plans are approved and send back the approved plans. Once the Building Division receives the approved documents from the third party consultant additional fees will be processed and the Permit Technician will notify the contact person for the project when the permit is ready to be picked up the either the General Contractor or Property Owner.

Preferably, drawings shall be limited in size to 24 by 36 inches maximum. Plans must be clear and legible; **illegible plans will not be accepted**. Preferred scale; ¼ inch per foot for structural and architectural; 1 inch = 20 feet for site plans. **The Building Department at any time may preclude acceptance of any project.**

Required Submittal Plan Documentation

General Information/Building Analysis cover sheet(s) that includes:

- Project name and address as well as project owner's name, address, and phone number of contact person.
- Name, title, address, and phone number of architect or engineer of record
- Assessor's parcel number
- Total square footage of building and improvements (existing and new)
- Vicinity map, location, and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Conditioned floor area
- Electrical service equipment size
- Type of construction
- Allowable area increase calculations
- Special inspection requirements
- Occupancy Group and Division
- Occupant load calculations
- Deferred submittals (only when approved by the building official)
- Known chemicals and/or hazardous materials that will be in use in the building
- Provide list of plumbing fixtures to be added as well as existing plumbing fixtures to be removed

Plot/Site Plan

- Lot dimension showing entire parcel and property lines (not required if interior improvement only)
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify building orientation with north arrow
- Show accessible path of travel from public way to area of alteration (provide slopes, dimensions and references to accessibility details provided on other pages. Show

- existing and proposed disabled access parking stalls.)
- Direction arrows showing drainage on property (not required if interior improvement only)
- Show location of electric meters/service, gas meters easements, right-of-ways, driveway
- Refer to Engineering Division submittal requirements on separate pages
- State the cut and fill quantities on the title sheet

Architectural/Structural plans

- Foundation plan
- Floor plan (show each floor drawn to scale and fully dimensioned for new and existing)
 - Show size of all openings, show existing windows to be removed, indicate direction of door swing
 - Show location of all stairways
 - Identify uses of all rooms
 - Reference to section details
 - Show location and type of occupancy separations
 - Show locations of items (walls, etc.) to be demolished

Floor/Wall/Roof framing plans (including truss layout)

Exterior Elevations

Details (architectural/structural)

- Cross sections
- Bracing Details
- Framing Details
- Handrails and guardrails along with support details
- Stair details
- Disabled access details
- Structural material specifications
- Flashing Details
- Door/window schedules (list size and type)
- Show tempered window locations on elevations
- Footing details (piers, grade beams, etc.)
- Structural connections (hold downs, straps, etc.)
- Tie-in connections for footings
- Fire-resistive assemblies and associated penetration details
- Tie-in connection details for roof and walls

Electrical Plans

- Electrical load calculations and panel schedule for existing and proposed loads. Provide electrical panel schedule for new equipment.
- Floor plan showing all electrical item locations which include lighting & switching, receptacles and GFCI receptacles, mechanical equipment and disconnects, distribution panel locations, and exit signage/lighting locations
- Show location of electric service panels.
- Show switching and lighting control configurations for bi-level lighting and day-lit area requirements.

Reflected Ceiling Plan showing all ceiling fixtures, diffusers, and registers.

Plumbing and Mechanical Plans

Energy Compliance

- Energy documentation shall be shown on the plans and shall be submitted as a separate document.
- Measures requiring “Acceptance Testing” shall be clearly indicated on the plans. (See Table 2-1 of the 2005 Non-Residential Compliance Manual.)
- Measures requiring HERS testing/inspection shall be clearly indicated on the plans.
- A note shall be provided on the front sheet of the plans indicating that a final Certificate of Occupancy shall not be granted until all Certificates of Acceptance (CA) have been submitted to the Building Department. Completed CA shall indicate that the specified systems and equipment have been shown to be performing in accordance with the Energy Standards. Upon completion of undertaking all required acceptance requirement procedures, the installing contractor, engineer of record, or owner’s agent shall record their State of California Contractor’s License number or their State of California Professional Registration License Number on each Certificate of Acceptance that they issue.
- Designations for lighting fixtures on the plans, lighting schedules, and energy documentation shall be consistent.
- Controls for site lighting shall be clearly indicated on the plans.
- Insulation values for building assemblies, ducting, and refrigeration lines shall be clearly shown on the plans.
- Criteria to determine whether or not existing HVAC systems are subject to duct sealing shall be clearly shown on the plans.

Green Building Ordinance

- All non-residential projects are subject to the requirements of the City’s *Green Building Ordinance*.
- A copy of the approved Pre-permitting Application must be printed on the plans and submitted as a separate 8.5” x 11” document.
- A copy of the applicable LEED® checklist must be printed on the plans and submitted as a separate 8.5” x 11” document.
- Additional information about the *Green Building Ordinance*, along with downloadable forms, can be found at www.rpcity.org.

OTHER SUBMITTAL REQUIREMENTS

- Two sets of structural calculations, **when required**, stamped and signed by a California licensed architect or registered engineer.
- Two sets of truss calculations, **when required**, stamped and signed by a California licensed architect or registered engineer.
- Two sets of energy calculations, signed by designer and/or owner.
- One 8-1/2” X 11 (or same size as architectural drawings) floor plan for Assessor
 - Floor plan depicting scaled dimensions
 - Site/Plot Plan

- Copy of Health Department approval (if applicable)
- Planning Department approval (Use permit, Planning Commission resolution, etc.)
- Asbestos documentation
- Special inspection form (if applicable, to be filled out by the Engineer of record)
- A current soils report (within the previous 12 months)
- Non-residential additions that add more than 50% to the original floor area of the building or remodels where 50% or more of the floor area of the entire building is remodeled, or whenever a change of occupancy category occurs regardless of size of alteration or addition, must be retrofitted throughout the entire building with an automatic fire sprinkler system. Contact Fire Services for additional details.
- Whenever a change of occupancy occurs regardless of size of alteration or addition, the building must install a separate water meter. Please contact Engineering for any additional details.
- In addition, AB 2176 states that on and after July 1, 2005, a local agency shall not issue a building permit to a development project, unless the development project provides adequate areas for collecting and loading recyclable materials. These areas for collecting and loading recyclable materials must be shown on the site plan for approval by the appropriate departments.
- **Deferred submittals are not allowed unless approved by the Building Official.**

Departments and Agencies to Contact if Questions Arise on Specific Requirements

Department	Responsibility	Phone No.
Building Division	Plan review, building permits, and inspections	707-588-2240
Finance	Business license	707-585-6725
PG&E	Gas and Electric Services	
Petaluma Office	Area South of E. Cotati Ave	707-765-5170
Santa Rosa Office	Area North of E. Cotati Ave	707-579-6477
Fire Services	Plan review and inspections	707-584-2641
Planning Department	Use permits, signs, and zoning	707-588-2236
Engineering	Grading/drainage permits, encroachments, utilities 588-2251	
Cotati-Rohnert Park School District	School Impact Fees	707-792-4744
Bellevue Union School District	School Impact Fees	707-542-5197
Sonoma County Health Department	Restaurants, Environmental Health	707-565-6531
Santa Rosa Industrial Waste	Waste Water Permits	707-543-3369

Bay Area Air Quality Management District	Asbestos permits, air quality	415-771-6000
Web Pages		Address
Bay Area Air Quality Management District	Asbestos permits, air quality	www.baaqmd.gov
City of Rohnert Park Contractor's License Board	Contractors License Check	www.rpcity.org www.cslb.ca.gov

Notes:

- Multiple pieces of information can be combined on plans for simple buildings if clarity is maintained. This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review and approve plans before permits can be issued.
- The scope of work involved with tenant improvements varies greatly. In some situations, many of the drawings and much of the detailing outlined above may not be necessary. Please feel free to contact our Building Department staff for more specific direction or clarification.

City of Rohnert Park Submittal Requirements for Civil Review

The City of Rohnert Park, Engineering Department administers the permit and oversees the construction inspection processes for all Grading & Site work improvements.

1. A copy of the Sonoma County Water Agency Application is required upon submittal of plans. The Sonoma County Water Agency approval is required prior to Engineering Dept. signing off on issuance of a permit.
2. An Engineer's Cost Estimate
3. Five copies of fire flow calculations
4. A copy of the Planning Commission and/or City Council Approval if applicable.
5. Five copies of the soils reports
6. Location of fire sprinkler riser
7. The following information shall be shown on the respective plan(s).
 - a. Grading Plan to include Building Pad section with pad elevation.
 - b. Drainage pattern(s), Top of curb elevations, Slopes and retaining walls
Pre & post construction erosion and sediment control plan(s).
 - c. Existing and/or new frontage improvements (curb, gutter, sidewalk, fire hydrants, street lights, catch basins, etc.)
 - d. Sewer lateral, water service(s), Site lighting (foundation locations)
 - e. Property line dimensions
 - f. Building setback lines

- g. Dimensions from property line to structures
- h. Existing and/or new easements
- i. Reference topography datum
- j. North arrow with bar scale
- k. Reference applicable City of Rohnert Park construction standards
- l. City Engineers Approval Line, Planning & Community Development Director Approval Line
(on Landscape Plans only)

Prior to acceptance of these improvements and issuance of a certificate of occupancy, the following shall be provided.

1. Grading certification by a registered Professional engineer or land surveyor certifying all site improvements are constructed pursuant to the grades shown on the approved plans.
2. Soils compaction and other applicable test results. Building Pad shall be certified prior to a foundation permit being issued.