



City of San Leandro
Division of Building & Safety Services
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Plan Submittal Guidelines
Commercial/Industrial
New Construction
2016

Drawings (blueprints) – 5 sets (if digital sets are available) or 7 sets, 24 x 36 sheet minimum

Cover sheet information

Address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); applicable editions of state & local codes; description of project; occupancy classification(s) for all building areas; type of construction; gross building area per floor; building height; fire sprinkler system (yes/no); an index of drawings.

Wet stamp & original signature of appropriate licensed design professionals is required

Plot Plan (indicate scale) -

Lot dimensions; dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of-ways adjacent to the site with dimensions showing distances from the center line and edge lines of each adjacent right-of-way to the adjoining property lines; location of easements and visible utilities on site; parking layout and location of all driveways, curb cuts and site entrances; location of all fire hydrants within 500 feet of site.

Grading/drainage plan -

Tops & toes of slopes; grade/pad elevations, ground slope drainage scheme & topographical details; retaining walls & drainage systems.

Landscape plan (MWELo- Model Water Efficient Landscape Ordinance

<http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>) -

Irrigation & planting schedule; accessory structures, walkways, pools, decks, sheds, etc.

Architectural plans (drawn to scale) -

Exterior building elevations; floor plans identifying all room areas & uses; building sections; details of all fire-rated assemblies; stairway, handrail & guardrail details; window & glazing schedule; door schedule; room finish schedule (flame spread ratings); flashing details; roof covering specifications; exterior wall covering specifications; etc.

Title 24 disabled access plans (drawn to scale, fully detailed & dimensioned) -

Provide comprehensive plans & specifications verifying compliance with Chapter 11B of the 2016 California Building Code for disabled access. Applies to existing buildings where the total valuation of all construction performed at this tenant space over the last three years does not (\$150,244.00 as of January 2016). An unreasonable hardship exists when the cost of providing each of the access features required per CBC 11B-202.4 to the area of alteration exceeds 20% of the project cost without these features.

Green Building Code –

The provision of this code planning, design, operation, construction, use, and occupancy of every newly constructed building or structure, unless otherwise indicated in 2016 California Green Building Standards Code. It is not the intent that the California Green Building Code substitute or be identified as meeting the certification requirements of any green building program. Please visit our website at www.sanleandro.org/cd/bldg under Forms, Fees, & Facts for a copy of the residential and non-residential mandatory checklists.

All Non-Residential projects must comply with Construction Waste Management:

Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with **Non-Residential Sections 5.408.1.1, 5.408.1.2 or 5.408.1.3**

Structural plans (drawn to scale) -

Footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by design engineer (including ID #'s and splice & connection details); structural calculations & details for storage racks over 8 feet in height; structural material specifications; etc.

- Plumbing plans** -Site utility plan; complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, grease & sand traps, etc.; pipe size calculations (waste/vent, water, roof drain); indicate whether appliances are gas-operated, electric, or otherwise; etc.
- Mechanical plans** -
Complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; gas pipe sizing calculations; smoke/fire damper locations; product conveying system specs (i.e.- spray booths); etc
- Electrical plans** -
Complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, detail all computed loads and ground-fault calculations, and show the location of all receptacles, switches, lighting fixtures (reflected ceiling plan), exit lights/signs, etc.
- Fire protection plans** -
Plans, shop drawings, and specifications for all proposed fire protection systems (submitted to the Fire Department, approved, and installed, prior to occupancy of the building and/or final inspection approval.)
- Hazardous materials declaration & management plan** -
Contact Environmental Services for specific information.
- Floodplain compliance verification** –
Structures proposed to be erected in the 100-year floodplain must conform to all mitigation requirements contained in the City's Floodplain Management Ordinance; Title VII, Chapter 7-9, S.L.M.C.

Required additional documents: 2 sets

- Structural calculations** -
Wind load design factor, V , is 110 m.p.h. - exposure based on geographical location
- Seismic design category** –
determined by design professional considering construction design and site, soil properties as per CBC sec 1613.(Most of San Leandro is site class D or E)
- Title 24 energy calculations and forms** -
Complete, signed, and current Title 24 Energy Compliance Forms in 8 ½ x 11 format and on plans.
- Soils Report – Before issuing a permit for a building where soil and foundation investigation is required, the Geotechnical Engineer or Civil Engineer in responsible charge of the soil investigation shall state in writing (must be signed and stamped):**
 1. The plans and specifications substantially conform to the recommendations in the soil investigation.
 2. The Geotechnical Engineer or Civil Engineer in responsible charge of the soil investigation has been retained to provide soil site observation and provide periodic and final reports to the city.

Other Documents (as applicable) - 2 sets

- Verification of Bay Area Air Quality Management District (BAAQMD) notification**
- Stipulation of required special inspections & other structural observations per Sections 7-5-165 and 7-5-170 of the San Leandro Building Code**
- Alameda County Health Dept. approved plan set for food service facilities.**

Applicable Construction Codes:

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2017.

- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Electrical Code
- 2016 California Mechanical Code
- 2016 California Plumbing Code
- 2016 California Energy Code
- 2016 California Fire Code
- 2016 California Green Building Code
- 2016 California Referenced Standards Code

- [NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]