



City of San Leandro
Division of Building & Safety Services
835 East 14th Street San Leandro, CA 94577
Main Line:(510) 577-3405 Kiosk: (510) 577-3423
Fax: (510) 577-3418

Commercial/Industrial
New Construction and Addition
rev. 2015

PLAN SUBMITTAL GUIDELINES

RECOMMENDED DOCUMENT SUBMITTALS

Drawings (blueprints) - 7 sets, minimum size 24" x 36", to scale

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 on all drawings.

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 -

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 2013 California Building Code for disabled access; (projects with valuation less than \$143,303 which are subject to disproportionate accessibility costs may benefit from the submittal of a hardship application.)

Green Building Code -

The planning, design, operation, construction, use, and occupancy of every newly constructed building or structure is subject to the mandatory measures in the California Green Building Standards Code, 2013 edition. For nonresidential buildings, the provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above. Code sections relevant to additions and alterations shall only apply to the portions of the building being added or altered within the scope of the permitted work. 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 for a copy of the mandatory checklist.

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. **[Note: The use of ABS and PVC in drain, waste, and vent systems is expressly disallowed in the City of San Leandro for uses within or under any structures.]**

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.
- Calculations - 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 energy documentation (including all required calculations); Certificate of Compliance Forms (i.e. ENV, LTG and MECH) filled out completely and signed, and reproduced on the plans.
- 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**
 - Soils reports and stipulation of required foundation and final inspections and reports by the Civil or Geotechnical Engineer in responsible charge of the soils investigation per section 7-5-175 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, 2014.

- 2013 San Leandro Building Code based on the International Building Code (2012 IBC), the International Residential Code (2012 IRC), and the International Existing Building Code (2012 IEBC)
 - Includes provisions for: 1) masonry chimneys to be designed to resist horizontal forces and to be inspected by an approved third-party inspector; and 2) structural repair and reconstruction of buildings damaged in declared natural disasters.
- 2013 California Green Building Standards Code (CALGreen),
- 2013 San Leandro Mechanical Code based on the California Mechanical Code (2012 UMC)
- 2013 San Leandro Plumbing Code based on the California Plumbing Code (2012 UPC)
 - Includes provisions for: 1) prohibition of the use of ABS or PVC piping material for any drain, waste and/or vent system(s).
- 2013 San Leandro Electrical Code based on the California Electrical Code (2011 NEC)
- 2013 California Energy Code
- 2013 San Leandro Fire Code based on the California Fire Code (2012 IFC)
 - 1. Sprinklers Systems 2. Alarm Systems 3. Baled Storage

[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.]