

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION OF BUILDING & SAFETY

COMMERCIAL/INDUSTRIAL NEW BUILDING OR ADDITIONS PLAN SUBMITTAL REQUIREMENTS

The following items are required to be completed prior to project acceptance for processing:

- Plan check fees and deposits are required to be paid in full upon submittal (see Fee Schedule).
 Save time at the counter by asking for your plan check fees to be calculated in advance. Simply fax the filled-out Application, Quantity Take-Off Sheet, Data Sheet(s), and OCFA Screening Form to (949) 724-6420. Please allow at least 24 hours for a response.
- 2. One each of the following: (Use blue or black ink only)
 - <u>Building Permit Application</u> (triplicate) (including Take-off Sheet)
 - Building Data Sheet(s) describing each building in detail
 - Orange County Fire Authority Screening Form
 - Orange County Fire Authority Service Request Form
 - School Fee Determination Form
 - <u>Recycling and Diversion of Construction and Demolition Waste</u> form is required at plan check submittal.
 Requirements apply to any new non-residential building.
- 3. Copies of all resolutions and approval letters related to this project are required to be included.
- 4. In addition to the above, plan format and content requirements are as follows:
 - City of Irvine Standard Title Sheet with job specific content
 - City of Irvine Statement of Special Inspection form per Informational Bulletin No. 278
 - City of Irvine Structural Observation Program form per <u>Informational Bulletin 251</u>
 - <u>Fire Sprinklers</u>. Provide note on the plans (e.g. on the Standard Title Sheet, see item above) indicating fire sprinkler requirements
 - Standard Stormwater Pollution Prevention Notes for Construction Projects
 - Green Building Standard Notes, Non Residential.
 - Security Code Standard Plan Requirements And Definitions
 - Security Code, Standard Non-Residential Provisions 2011
 - Security Code, Standard Parking Facility Provisions 2011. Applies to enclosed or covered parking facilities
 - Construction Site Security General Requirements (applies to all new buildings)
 - <u>Site specific Construction Site Security Plan</u> (This is supplemental to item above and applies to new building development of 50,000 square feet or more)
 - <u>Public Safety Radio System Coverage</u> per Information Bulletin 309

- <u>Standard Shopping Cart Retrieval Plan</u> where an intended retail use will result in 11 or more shopping carts for customer use
- <u>Information Bulletin No. 313 Clearance Requirements for Commercial Appliances</u> for projects with a commercial kitchen
- <u>Massage Establishments Information Sheet and Requirements</u> for establishments that offer massage services as their primary business or exceeds 10% of the total gross floor area of a business.
- 5. Five (5) blueline prints including all architectural, structural, electrical, plumbing and mechanical plans.
- 6. One set of the Energy Conservation Standards, including both the Title 24 Calculations and Compliance forms. Compliance forms shall be made part of the plans.
- 7. One copy of the Soil's Report and one (1) copy of the Soil's Summary form.
- 8. One copy of the Engineer's Structural Calculations.
- 9. Site plan showing:
 - · all building footprints located on the legal parcel of land
 - a data summary showing the total number of gross square feet within each building broken down by land use
 - a parking summary identifying the parking spaces required by code and those space provided on-site
 - Clearly indicate existing area and new area on the title sheet for additions

The purpose for this information is to expedite plan check review in determining compliance with City codes.

Please use the attached "Site Plan Data Summary" or equivalent.

- 10. Details of fencing construction and materials, if applicable.
- 11. <u>Landscape and Irrigation Plan:</u> This plan is optional at the time of the building plan submittal, but is required to be submitted prior to issuance of any building permits. Landscape and irrigation plans shall be submitted as an individual package and <u>not</u> attached to either building or grading plans.
- 12. <u>Precise Grading Plan:</u> This plan must be submitted either prior to or at the time of the building plan submittal. If grading plans were submitted prior to the building permit application, the applicant shall supply the grading plan check number as part of the building submittal. Precise grading plans must be submitted as an individual package and <u>not</u> attached to either building or landscape plans.
- 13. Prior to permits plans must be approved and bear the stamp of Environmental Health of the County of Orange Health Care Agency for:
 - any new public pool or modifications thereof,
 - any new food establishment or modification thereof,
 - any new establishment or modification thereof, at which body art is offered. Body art is defined as body piercing (not including ear piercing except for the tragus), tattooing, branding, or application of permanent cosmetics.

For submittal requirements contact Environmental Health of the County of Orange Health Care Agency at (714) 433-6000.