



**COUNTY OF ALAMEDA,
PUBLIC WORKS AGENCY,
BUILDING INSPECTION
DEPARTMENT**

399 Elmhurst Street, Hayward, CA 94544
(510) 670-5440, Fax (510) 293-0960
www.acgov.org/pwa/bids.shtml

Non-Residential Submittal

7. Floor plans, elevations, etc. shall be drawn to a scale of not less than 1/8" (prefer 1/4") = 1'-0".
8. Basic Building Information, applicable building code edition, Occupancy classification, uses, type of construction, fire sprinkler system, and allowable area analysis.

PLANS

1. **Topographic Plan.** When required, a topographic plan must be prepared and signed by a licensed land surveyor or a registered civil engineer.
2. **Site Plan** drawn to a scale of not less than 1" = 20'-0" or 1/16" = 1'-0" to include:
 - a. Project address including suite number if appropriate, and legal description.
 - b. The name, address, and telephone numbers of the owner and the professional in responsible charge.
 - c. The location of easements, driveways, power poles and lines, waterways, septic and drainage fields, storm drains, curbs, gutters, sidewalks, fire hydrants, utility services and lines.
 - d. The location of all existing buildings and structures on the property, their dimensional location from property lines and each other.
 - e. Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces including accessible parking spaces.
 - f. Clearly show the accessible path of travel for disabled from the site to building entrances.
 - g. Grade elevations at property line corners, at driveways, and at garage floor.
3. **Grading and drainage plans** indicate how the property is proposed to be graded and drained and the proposed first floor finished elevation. **NPDES** requirements shall be incorporated into the construction documents.

4. **Floor Plans** shall be drawn to scale of not less than 1/8"=1'0" and fully dimensioned. Identify every room or space the existing and the proposed use. Provide door and window schedules and dimensions.
5. **Access Compliance for Disabled.** Fully dimensioned details indicating compliance with Disabled access requirements, including Building entrances and paths of travel within the building, accessible restrooms, counters, drinking fountains, and etc.
6. **Exterior elevations** drawn to a scale of not less 1/8" = 1'-0". Elevations to indicate the shape of the roof, roof pitch, and type of roof covering proposed. Elevations to also include ground line for use in determining the overall height of the building.
7. **Cross section(s)** drawn to scale of not less than 1/8"=1'-0" through the building at all significant locations. At least two sections shall be provided in orthogonal directions.
8. **Roof Plan** shall be drawn to a scale of not less than 1/8"= 1'-0" and indicate roof equipment and drain locations and sizes.
9. **Structural PLANS** shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for all critical connections, construction assemblies, size & location of anchor bolts, concrete reinforcement details, lateral force-resisting elements, and construction details for steel frame elements, trusses & connection details.
10. **Plumbing Plans** to include Site Utility Plan and Sizing Calculations, Plumbing Fixture and Single Line Schematics, Waste and Vent Plan and Sizing Calculations, Water Piping Sizing Calculations, Kitchen Plan for Commercial Kitchens, Roof Drain Plan and Sizing Calculations, Condensate Drain

**MINIMUM PLAN SUBMITTAL
REQUIREMENTS**

NON-RESIDENTIAL BUILDINGS

GENERAL REQUIREMENTS

1. A minimum of three (4) sets of complete plans shall be submitted; partial submittal will not be accepted for a permit application. The applicant shall assemble all plans and documents in an acceptable package for submittal.
2. Plans shall be drawn to scale on substantial paper (minimum size of 18" x 24") and shall be legible and clearly show the description of the work proposed.
3. Plans shall be fully dimensioned and shall show, in detail, how the proposed work will conform to the requirements of the Building, Electrical, Plumbing, and Mechanical Codes as well as all other applicable laws, ordinances, rules, or regulations.
4. When required by the California Business and Professional Code, plans must be prepared by an licensed architect or engineer as the design professional in responsible charge.
5. Plans drawn in pencil or other readily changeable medium are unacceptable.
6. Plans shall contain the job address, the name and address of the owner of the property and the name, address, and signature of the person who has prepared the plans.



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Plan & Hydronics Piping Plan, Chemical Waste & Piping Plan.

11. **Mechanical Plans** to include HVAC Plan (Location, size, duct layout, Smoke/Fire dampers), Environmental and Product Conveying Duct Plan, Gas Piping and Sizing Calculations, and Kitchen Plan for Commercial Kitchens.
12. **Electrical Plans** to include Load Calculations and Panel Schedule, Outlets, Fixtures, Switches, Service Panels, Subpanels, One Line Diagram to show Wire & Conduit Sizes, and Reflected Ceiling Lighting Plan.
13. **Landscape & Irrigation Plans**, when required, landscape plans shall be prepared by an individual licensed in the state of California.
14. **Stormwater & Erosion Control Plans**, when required, stormwater & erosion control plans shall be prepared by an individual licensed in the State of California.

4. **Alameda County Green Building Program.** When required, items that apply to this project to comply with the Alameda County Green Building and Construction & Debris Management shall be printed on the plans.

CODES

Effective As of: January 1, 2014

2013 California Building Standards Code:

- 2013 California Building Code (T24, Part 2).
- 2013 California Residential Code (T24, Part 2.5).
- 2013 California Electrical Code (T24, Part 3).
- 2013 California Mechanical Code (T24, Part 4).
- 2013 California Plumbing Code (T24, Part 5).
- 2013 California Energy Code (T24, Part 6).
- 2013 California Historical Code (T24, Part 8).
- 2013 California Existing Building Code (T24, Part 10).
- 2013 California Green Building Code (T24, Part 11).
- *Alameda County Building Ordinance: The Adoption and Amendments of California Building Standards Code.*

DOCUMENTS AND CALCULATIONS

1. **Soil/Geotechnical Report.** When required, Soil/Geotechnical report shall be prepared according to California Building Code Chapter 18.
2. **Structural calculations** to demonstrate the building is in compliance with structural provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
3. **Title 24, California State Energy Regulations,** calculations and documentation. Forms CF-1R and the Mandatory measures shall be printed on the plans. A signed **CERTIFICATE OF COMPLIANCE** shall be included to verify energy conservation compliance. Energy conservation calculations or package documentation shall be provided.



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GUIDELINE

**Minimum Plan
Submittal
Requirements for
Non-Residential
Projects**

2013 California Building Code

IN UNINCORPORATED
ALAMEDA COUNTY

IMPORTANT, PLEASE READ!!

This brochure is designed to provide basic information on how to submit plans for Non-residential building projects. Requirements for each project may be different.