



SUTTER COUNTY DEVELOPMENT SERVICES DEPARTMENT BUILDING DEPARTMENT DIVISION

1130 Civic Center Boulevard, Suite A - Yuba City, CA. 95993 – (530) 822-7400 – Fax (530) 822-7109

SUBMITTAL CHECKLIST FOR TENANT IMPROVEMENT

Design Criteria:

- ◆ 2016 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), Energy Codes Standards (Title 24), Administrative code and Health and Safety codes.

Building Plan Criteria: 2 Sets of plans required for submittal

- ◆ Drawing sizes for the permit set of plans shall be a **minimum of 11” x 17”** to a **maximum of 36” x 42”** and all pages shall be the same size. Plans must be clear and legible; illegible plans will not be accepted.
- ◆ **Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).**

Mandatory Requirements on Cover sheet of Plans: All items in **Red** must be on plan submittal

- ◆ **Property address**
- ◆ **Assessor’s Parcel Number (APN)**
- ◆ **Owner name, Phone number, Address, Email**
- ◆ **Contractor’s name, Address, Phone number, Email**
- ◆ **Business name, Address Phone number, Email**
- ◆ **The architect, engineer, and designer information included on the cover page.**
- ◆ **Sheet index: Description of page and page numbers.**
- ◆ **Existing and new floor plan (if applicable), North Arrow**
- ◆ **Statement of Use/Occupancy Classification/Code Study**
- ◆ **Type of Construction.**
- ◆ **Square footage of construction and building dimensions.**
- ◆ **Engineer’s scale used on the plans**

Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner Builder
- California Licensed Contractor
- Structural Plans Included – Stamped and Signed by a California Registered Engineer

FOR OFFICE USE ONLY

- Permit Application Completed in computer
- Fire Department
- Additional comments: _____

Building Plans:

- Floor framing plan (if constructed)
 - Existing and New floor plan showing all rooms labeled Windows and doors sizes, etc.
 - Roof framing plan with all headers and beam sizes
 - Truss calculations (2) copies if effected by construction
 - Complete electrical plans (main service, sub-panels, lighting, receptacles, equipment, etc.)
 - Locations of plumbing and mechanical fixtures
 - Cross sections showing construction details, roof pitch, sizes & spacing of structural members
 - Structural plans, details, and calculations (2) copies
 - Title 24 energy calculations (2) copies (wet signed)
 - Fire sprinkler plans (2) sets with (2) sets of hydraulic calculations (Separate permit required)
 - Plans and documents are clear & legible with permanent ink (No blue prints accepted due to scanning documents)
- DISABLED ACCESS** – Show how the tenant space complies with disabled access requirements and Ch. 11B of the 2016 CBC.

This is not a complete list of all required submittals and additional information may be required to facilitate the plan review. Other departments and/or public agencies may review the plans before the permits can be issued.

Sutter County Staff: _____ Date: _____