



Land Use Services Department Building & Safety Division

Commercial/Non-Residential Plan Checklist

This handout is designed to assist you in preparing your commercial/non-residential building plans for submittal for Plan Review by Building and Safety. Plans will not be accepted for plan review unless the items listed on this handout are included.

Plans must be to the current adopted codes by the County of San Bernardino.

- A. One complete set of plans with the items listed below shall be submitted through the EZ Online Permitting Website located at the link below. Please upload plans as one file, maximum file size is 120 MB. Submitting multiple plan files could result in a delay of the plan review process.
<http://wp.sbcounty.gov/ezop/>
1. Plans must be drawn to scale, no free-hand.
 2. Structural engineering calculations with engineer's original signature on cover sheet.
 3. Energy calculations (Title 24).
 4. Acoustical study (when requested in a condition of approval).
 5. Soil report and/or geological report.
 6. If pre-fab trusses are used, include truss layout and detail sheets both signed by a California licensed Civil Engineer.
 7. Conditions of approval will be printed on plans.
 8. Copy of reports/approvals of any specialty equipment.
 9. Assigned Air Quality Permit Checklist (required by AQMD)
- B. Plans will consist of:
1. **PLOT PLAN**
 - a) Fully dimensioned with legal description and lot lines indicated.
 - b) All existing improvements and the area of proposed construction.
 - c) Grades and elevation of site and building.
 - d) Location of existing and/or proposed utilities.
 - e) Project address along with owner's name and address.
 - f) Vicinity map showing distance to closest known fault, from the HSGS maps.
 2. **FOUNDATION PLAN**
 - a) Provide plan view of foundation, and show all supporting elements (piers, etc.), connection locations, type and size.
 - b) Note soil type and all allowable soil bearing pressure used for building design.
 - c) Show cross section with dimensions of all footing conditions.
 - d) Indicate all steel reinforcement, anchor bolt size and location, wire mesh, vapor barrier, etc.
 3. **BUILDING PLANS**
 - a) Building elevations from all sides of building with exterior material used indicated.
 - b) Dimension fully and identify all occupied space (office, storage, etc.) on floor plan.

- c) Show width, distance to, and direction of all exits. Provide exit plan door and hardware schedule.
- d) Indicate width and distance of all corridors and type of fire resistive construction when required.
- e) Show all fixed elements of construction (walls, partitions, cabinets, etc.) on floor plan.
- f) Identify area/occupancy separation walls and fire-resistive rating of each on floor plan.
- g) Show complete fully dimensioned elevations.
- h) Indicate roof pitch and type of roofing.
- i) Show details of special or unusual construction or materials.
- j) Show detail of fire rated construction and include item number of assembly from Table 720.1(1) in Chapter 7 of the C.B.C. or indicate GA file number if assembly is from Gypsum Association Fire Resistance Design Manual.
- k) Location, size and grade of all framing members and specification.
- l) Plans to be stamped and wet signed by the professional responsible for their preparation.
- m) Calculations to be complete and cross-referenced to plans as required.
- n) Provide exit plan, door and hardware schedule.
- o) Include structural design criteria (design load, wind, seismic, etc.) on plan.

4. **PLUMBING AND MECHANICAL PLANS**

- a) Provide plumbing isometric/schematic showing sewer, soil, waste vents and cleanout sizes and material
- b) Show water piping system, pipe sizes, and pipe material, to be installed on plumbing floor plans.
- c) Show location of all gas meters and all gas piping including size on outlet side of meter (if applicable).
- d) Show location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment.
- e) Show duct location, material and sizes and indicate location of fire dampers.

5. **ELECTRICAL PLAN**

- a) Provide a one-line diagram showing service, feeder panel, conductors, disconnect, over current sizes, grounding methods and service load calculation
- b) Provide panel schedule with circuit identification, description of circuits, walls and voltage.
- c) Provide fixture schedule with manufacture's cut sheets for exterior lights and method of support.
- d) Provide details of suspended light fixtures.

PLEASE NOTE: Plan check on these type of projects is approximately 4 weeks for corrections or approval. Plans are reviewed in chronological order according to date of submission