



City of Carmel-by-the-Sea  
Building Safety Division  
Guidance Document

## 24-02 Commercial Plan Submittal Requirements

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In an effort to expedite the plan review and permitting process, the building official has determined that all plans submitted for building permits from the Building Safety Division shall be generally complete prior to the application being accepted for review. This guidance document provides a checklist that will be used by staff to determine completeness at the time of submittal. While not all items are applicable to all projects, the staff will determine, based on the submittal documents and communication with the applicant, whether the plans are generally complete and acceptable for review. Please confirm plan content by **checking** the appropriate boxes and **signing** below. **Applications deemed incomplete will not be accepted for review.**

• **Please contact the following departments for specific project information and requirements:**

- Planning Department (831) 620-2010 or [planning@ci.carmel.ca.us](mailto:planning@ci.carmel.ca.us)
- Environmental Compliance Department (831) 620-2078 or [mbilse@ci.carmel.ca.us](mailto:mbilse@ci.carmel.ca.us)
- Carmel Area Wastewater District (CAWD) (831) 624-1248 or [www.cawd.org/contact-us](http://www.cawd.org/contact-us)
- Carmel Fire District-Monterey Fire Department (831) 646-3908 or [fireprevention@monterey.org](mailto:fireprevention@monterey.org)
- Monterey Peninsula Water Management District (MPWMD) (831) 658-5601 or [www.mpwmd.net](http://www.mpwmd.net)
- Monterey Bay Air Resource District (MBARD) (831) 647-9411 or [www.mbard.org](http://www.mbard.org)

**Commercial plans are required to be prepared by a licensed architect and require that each sheet be signed & stamped. Additionally, shall include architects name, address and contact information.**

### SUBMIT:

- One (1) set **ELECTRONIC/DIGITAL COPY**. Please submit a PDF electronic or digital copy of all Hard Copy Plan Set materials requested below. The electronic/digital submittal can be in the form of an email, Flash Drive or Hyperlink to the shared Google Drive.
- One (1) properly completed building permit application & submittal checklist
- One (1) ADA Certified Access Specialist Acknowledgement
- One (1) properly completed Construction & Demolition 65% Recycling Plan
- One (1) Deferred Submittal Agreement for all work deferred submittal is being requested
- One (1) BMP-Best Management Practices Implementation Tracking Form
- One (1) electronic copy of each of the following documents:
- One (1) Copy of fire sprinkler system annual report and hood cleaning report for restaurants
  - Structural Calculations
  - Title 24 Energy Compliance Report, and incorporate the specifications into the plan set
  - Floor & Roof/Truss Load Calculation
  - Geotechnical/Soils Report
  - CAL Green Compliance Forms
  - Certified Access Specialist Report

### ALL PLANS SHALL CONSIST OF:

- **Cover Sheet Showing:**
  - Project address & APN
  - Owner Name, Address, & Contact Info
  - Lineal Wall Calculation (remodels)
  - Square footage of any/all proposed structure(s)
  - Building fire sprinkler plan
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  - Location map
  - Type of construction
  - Fire Severity (WUI)
  - Occupancy classification(s)
  - Building Area Calculation
  - Design Study Conditions of Approval
  - Statement of Special Inspections (if applicable to the project)

- Note on plan: To comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, 2020 NEC & Carmel Muni. Code.
- **Plot/Site Plan:**
  - Lot dimensions with property lines and any easements identified
  - Location of structures, existing & proposed
  - Location and type(s) of all site utilities: electrical, sewer, water, gas, etc.
  - Driveway- Parking existing/proposed
  - Location & number of accessible parking spaces and path of travel to the building entrance(s)
  - Grades & elevation of site and building
  - Grading & Drainage plan
  - Setbacks & Lot Coverage
  - ADA-Accessibility Plan showing accessibility throughout the site and building(s) per CBC-11B
  - Dimensions from structures to property lines and on buildings adjacent to the subject property including their occupancy and use
- **Architectural Sheets:**
  - Floor Plan (identify and dimension all room usage)
  - Elevations from all sides of building with exterior material used & building height
  - Building Cross Sections
  - Window and door schedule-include U-Factor, fire rating, egress & safety glazing
  - Accessibility plan and details per CBC-11B
  - Egress plan with occupant loads & routes
  - Show details of fire rated construction per CBC Table 721.1(2), or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.
  - Wildland Urban Interface Area (WUI) per CBC Ch. 7A, if required
  - Roof Plan (show proposed roof top equipment, roof pitch, type of roofing, etc.)
  - Existing Conditions, Proposed Conditions & Demolition Plan
  - Width, distance to and direction of all exits including location of panic hardware
- **Structural:**
  - Include structural design criteria (design load, wind, seismic, etc.) on plan
  - Foundation Plan (anchorage, hold down locations, rebar, piers, etc.)
  - Floor, Wall & Roof Framing Plan
  - T-Bar Ceiling plan (if applicable)
  - Location, size & grade of all framing members to include location, length of shearwall and nailing specifications
  - Structural Details and Sections
  - Concrete Mix Specifications
  - Geotechnical Engineer Report
- **Electrical Plan:**
  - Panel schedule & line diagram with circuit identification, description of circuits and voltages, overcurrent sizes, grounding methods
  - Light fixture, switch, receptacle & GFCI schedule
  - Site lighting & Photometric plans
  - Service size and location
  - Electrical Load Calculation
  - +600 amp services may be deferred
  - Photovoltaic system size and location
- **Plumbing and Mechanical Plan:**
  - Water piping system, pipe sizes, and pipe materials proposed
  - Location of plumbing equipment: water heater, lavs, toilets, etc.
  - Gas pipe size & schematic
  - Duct & Damper location, material, size
  - Location of heating and air conditioning equipment including manufacturer's name & model number; fireplaces, ventilation fans, kitchen exhaust, including termination points and CFM's
  - Grease Removal Devices with Sizing calculations (Food Service)

**I have read the above information and have submitted all the required information.**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Staff Use Only-** Application # \_\_\_\_\_ Received By \_\_\_\_\_ Date: \_\_/\_\_/\_\_