



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development/Building Division
Commercial/Industrial
50 Natoma Street, Folsom, CA 95630
Phone: (916) 351-3555 Fax: (916) 351-3363
www.folsom.ca.us

COM/IND

Information Sheet

Document Submittal List for New Commercial/Industrial Buildings

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Design Criteria:

- Seismic Design Category D
- Site Class D (unless a foundation and soils investigations by a licensed engineer recommends different)
- Basic wind speed 85 mph (based on 3 second gust)
- Exposure (C unless determined by licensed design professional in responsible charge)
- Roof Live Load 20 psf with 300# concentrated (CBC table 1607.1) No snow load.
- Maximum rainfall (3" per hour)
- Applicable Codes: 2016 CBC, CEC, CMC, CPC, CFC, CalGreen Code and FMC
- Climate Zone 12 (Calif. Energy Code)
- 2 Copies of current Soil Report

Drawing Criteria:

- Plan size: 18 x 24 minimum, 30 x 42 maximum
- Drawn to scale (Preferred scale: 1/4"/ft. for structural and architectural; 1"/20ft. for site plans)
- Fully dimensioned
- Clear and legible (Non legible plans will not be accepted)
- All plans must be wet-signed by preparer on each sheet before permit can be issued. Architects / Engineers must affix their seal and wet-sign. (Cover sheet of supporting documents to be wet-signed)

Document Submittal List

- A. Plan Check & Building Permit Application for each structure (one structure per plan)
1. Conceptual Suite Configuration Plan – Maximum Size is 11 X 17
 2. Submit a Waste Management Plan if Construction Valuation is equal to or exceeds \$200,000.
Contact the Solid Waste Division (916) 355-8367
- B. Drawings (3) sets of:
1. Cover Sheet
 2. Plot Plan/Site Plan
 3. Grading and Drainage
 4. Landscape Plan
 5. Architectural Plan:
 - a. Floor Plan
 - b. Roof Plan
 - c. Exterior Elevations
 - d. Framing Details
 6. Structural:
 - a. Foundation Plan

- b. Floor Plan
- c. Roof Plan
- d. Truss Information
- e. Cross Sections
- f. Structural Framing Details
- 7. Mechanical (HVAC) Plan
- 8. Plumbing Plan
- 9. Electrical Plan
- 10. Title-24, Energy Compliance Documents on plan sheets

- C. Calculations (2) sets of:
- 1. Structural Calculations
 - 2. Title 24 Calif. Energy Calculations and Forms
 - 3. Specifications for Assemblies and Equipment Proposed

- D. Other Documents:
- 1. Soil Report or Geologic Study

Information to be Included on Documents

A. Cover Sheet:

- 1. Project name and address (all sheets)
- 2. Complete Building Analysis
- 3. Occupancy group(s), type of construction and note if building has fire sprinkler system
- 4. Building square footage
- 5. Vicinity map, location and north arrow
- 6. Drawing Index
- 7. Description of scope of work
- 8. Applicable codes

B. Plot Plan/Site Plan:

- 1. Lot Dimensions showing the whole parcel, easements and North Arrow
- 2. Building footprint with all projections and dimensions to property line
- 3. Visible Utilities to curb
- 4. Parking layout, accessible parking stalls w/signage and driveway locations
- 5. Site Accessibility exterior route of travel and directional signage from the public way
- 6. Site sidewalks, stairs, landings and door locations
- 7. Existing Fire Hydrants within 500-feet of the development

C. Grading and Drainage Plan: (for reference only)

- 1. Tops and toes of slopes
- 2. Pad elevations, ground slope drain scheme and topographic plan (drawn to 1'-0" contours)
- 3. Proposed retaining walls and drainage systems

D. Landscape Plan: (for reference only)

- 1. Irrigation and planting schedule
- 2. Accessory structures, walkways, decks, etc.

E. Architectural and Structural Plans:

- 1. Foundation Plan
- 2. Floor Framing Plan
- 3. Roof Framing Plan
- 4. Architectural Floor Plan

5. Exterior Elevations
6. Door and Window Schedules
7. Building Exit Analysis
8. Structural materials specifications
9. Structural and Architectural details (see J)
10. Truss configuration and location (see K)
11. Typical Cross Sections in each direction (where necessary)
12. Calculations and details of Racks over 8-feet

F. Mechanical (HVAC) Plan:

1. Mechanical Equipment Schedule and specifications
2. Location of HVAC Equipment
3. Size and location of all ductwork, plenums and registers
4. Thermostat location
5. Outside-Air (OSA) ventilation setting requirement
6. Size and location of all combustion-air openings
7. Size, type and termination of any gas vents
8. Condensate drainage
9. Roof mounting and any penetration details
10. Fire/Smoke Damper locations (If applicable)
11. Duct Smoke Detector locations (Main air supply duct or plenum) (If applicable)

G. Plumbing Plans:

1. Plumbing Fixture Schedule
2. Drain, waste and vents system plan view (single line diagram on floor plan with sizes)
3. Water distribution system plan view (single line diagram on floor plan with sizes)
4. Gas system plan view (single line diagram on floor plan with sizes)
5. Isometric diagrams may be required on complex plumbing systems for clarity. (D,W&V, Water & Gas)
6. Pipe Size Calculations (D,W&V, Water & Gas)
7. Water heater location, strapping, vent size and combustion-air requirement
8. Grease Trap or Grease Interceptor calculations (If applicable)
9. Sand and Oil/Grease Separator sizing and location (If applicable)

H. Electrical Plans:

1. Load calculations
2. Fixture schedule
3. Single-line diagram
4. Main distribution panel
5. Grounding and bonding system
6. Panel Schedule (connected load, circuit size and total load each phase)
7. Conductor sizes and type
8. Conduit size and type and location (under slab, in attic, etc.)
9. Power plan:
 - a. Main distribution panel (size & location)
 - b. Sub-Panel (size & location)
 - c. Circuit labeling
 - d. Receptacles outlets
 - e. Dedicated circuits
 - f. GFCI's
 - g. Equipment Disconnects (size & location)
 - h. Mechanical service receptacles (within 25-ft. of equipment)

10. Lighting plan:
 - a. Light Fixture type and locations
 - b. Switches (Bi-level or Daylit Area switching)
 - c. Circuit labeling

I. Title 24 Energy:

1. Complete Energy Compliance Documentation Based on Scope of Work (envelope compliance required on all buildings)
2. All required documents printed on the actual plans (PERF-1, ENV-1, MECH-1 LTG-1, Etc.)
3. List relevant Mandatory Measures or print complete on drawings
4. Submit two wet-signed sets (8½ x 11's) of each compliance (this is in addition to the documents on the actual plans)

J. Structural and Architectural Details:

1. Windows (head , jambs and sill heights)
2. Exterior Doors (head, jambs and thresholds)
3. Flashing (vertical junctures of materials)
4. Footings, Piers and Grade Beams
5. Post and Girder intersections
6. Roof (eaves, overhangs, rakes and gables)
7. Floor Changes (i.e. slab to wood frame)
8. Handrails, Guardrails and support details
9. Structural Wall Section with details from foundation, floor and roof levels
10. Structural shear wall schedule and hold down schedule
11. Details of all Fire Rated Assemblies
12. Attic or soffit ventilation calculations and details

K. Prefabricated Trusses:

1. Submit the following with Permit Package (or note as a “Deferred Submittal”)
 - a. Roof framing plan with truss I.D. Numbers
 - b. Detail of truss splice, connections and plate sizes
 - c. Show all trusses including gable bracing and bridge
 - d. Review by individual responsible for design
 - e. Truss design criteria, DL and LL of roof, ceiling, floor, etc.
2. Provide Single Line Truss Diagram with all vertical and lateral load, including bearing points shown with reference to framing plan

L. Health Department Approval: (if required)

1. Provide (2)-approved sets of Sacramento County Environmental Health Department Plans. (Prior to Building Permit Issuance)

M. S.R.C.S.D.:

1. Provide Proof of Sewer Fee Payment from Sacramento Regional County Sanitation District prior to building permit issuance.

N. Separate Plans & Permits Required for the Following Type of Work:

1. High Piled Storage Areas (commodities as regulated by the Fire Code)
2. Flammable Liquid Storage Areas, Compressed Gases
3. Spray Booths
4. Automatic Fire Sprinklers/Extinguishing Systems/Fire Alarm/Smoke Detection
5. Medical Gas Piping (e.g. oxygen, nitrogen, nitrous oxide, vacuum and compressed air)
6. Exterior Building Signage

(#) This is not a complete list of all required submittals. Additional information may be required after plan review.