



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE

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

Plans accepted by:

\_\_\_\_\_

### Document Submittal List for Commercial Tenant Improvements

Project Name: \_\_\_\_\_ P/C # \_\_\_\_\_

Project Address: \_\_\_\_\_

This document is a guideline to describe the minimum requirements for building permit submittal. Because each project is different, there may be additional information required.

<b>X</b>	<b>Required Drawings / Documents</b>
	Completed <a href="#">Building Permit Application</a> , pay application/plan review fee
	<a href="#">Sacramento Metro Air Quality Notification</a> (if scope includes demolition or renovation where 160 sf or more of surface is disturbed) – (916) 874-4800
	Receipt to verify Sacramento Regional County Sanitation District (SRCS D) fees were paid where required – (916) 876-6100
	Two complete plan sets approved by Sacramento County Health Dept (where Health Dept. approval is required) – (916) 875-8484
	<a href="#">Statement of Intended Use</a> – Folsom Fire Dept.
	<a href="#">Waste Management Plan</a> – project valuation is equal to or exceeds \$200,000 <b>Solid Waste Div.</b> (916) 355-8367
	Three complete sets of plans -18" x 24" minimum size, all plan sheets must be wet signed and sealed
	<b>Plan set cover sheet:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title block with site address on each sheet. Verify Suite addresses with Folsom Planning (916) 355-7214</li> <li><input type="checkbox"/> Name, address, phone number and signature of person responsible for the plans</li> <li><input type="checkbox"/> Specify who is responsible for improvements (building owner/business owner)</li> <li><input type="checkbox"/> Sheet index – unique description of each sheet</li> <li><input type="checkbox"/> Statement of scope of work <ul style="list-style-type: none"> <li>• Current occupancy vs. proposed occupancy (building use per CBC, Chap. 3)</li> <li>• Are there proposed changes to Electrical, Mechanical, Plumbing, Fuel Pipe systems?</li> <li>• Are accessibility upgrades required? (restroom facilities, parking, site improvements. CBC 11B)</li> <li>• Is building currently sprinklered (separate permit required for sprinkler modifications)</li> </ul> </li> <li><input type="checkbox"/> Provide a code analysis including occupancy group, building construction type, building areas, occupant load calculation</li> <li><input type="checkbox"/> Applicable codes 2016 CBC, CPC, CMC, CEC, CFC, CalGreen Code, FMC as applicable</li> </ul>
	<b>Site Plan as applicable by City staff:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show position of the building on the lot with all property lines, dimensions, easements, streets, north arrow</li> <li><input type="checkbox"/> Show parking, accessible parking, accessible path of travel, accessibility to the public way</li> <li><input type="checkbox"/> Where exterior improvements are proposed or outside areas are to be used: <ul style="list-style-type: none"> <li>• Show exterior sidewalks column location and size</li> <li>• Locate any native oak trees, show trunk size, location and extent of drip line, show all structures</li> <li>• New patio use may require Planning approval and impact fees</li> </ul> </li> </ul>

	<p><b>Floor Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a dimensioned plan and identify use of all spaces, include occupancy group, corridors, accessory and incidental areas, occupancy separations, restroom, fixture locations, identify the use of adjacent suites</li> <li><input type="checkbox"/> Provide egress analysis: Occupant load, restrooms, fixture locations, door swings, exit sign, tactile sign, emergency lighting, width of stairs, corridors, door schedule, fire extinguishers</li> <li><input type="checkbox"/> Show accessibility requirements per CBC Chapter 11B (aisle widths, door landings, ramps, railings, counter heights, reach ranges, door hardware)</li> <li><input type="checkbox"/> Where kitchen is proposed, provide equipment layout, equipment specifications, hood dimensions, and specifications</li> </ul>
	<p><b>Elevations</b> if exterior modifications are proposed</p>
	<p><b>Reflected Ceiling Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide listing for the suspended ceiling system or a specific design by a CA licensed engineer or architect. Ceiling system shall comply with heavy duty requirements per ASCE – 7 Section 13.5.6.2.2</li> <li><input type="checkbox"/> Provide details for suspended ceiling system including compression strut size and attachment to roof system, verify fasters size and details are consistent with manufacturer’s listing.</li> <li><input type="checkbox"/> Provide special inspection requirement per 2016 CBC and manufacturer’s listing.</li> <li><input type="checkbox"/> Specify if attic is used as plenum</li> </ul>
	<p><b>Demo Plan</b> – Separate permit may be issued, see <a href="#">City of Folsom Demo handout</a></p>
	<p><b>Architectural Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wall framing details: specify framing members, wall heights, connections to existing structure</li> <li><input type="checkbox"/> Verify existing roof height and construction</li> <li><input type="checkbox"/> Clearly show new and existing walls, doors, windows, electrical, plumbing HVAC</li> </ul>
	<p><b>Structural Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where modifications are proposed to the shell, structural calculations and drawings are required</li> <li><input type="checkbox"/> Where new equipment installed on roof or ceiling, provide framing plan, details and structural calculations</li> </ul>
	<p><b>Mechanical Plans</b> – location of existing and proposed equipment, ventilation, registers and ducts on reflective ceiling plan</p>
	<p><b>Plumbing Plans</b> – location and size of existing and proposed water supply, waste line, fuel pipe</p>
	<p><b>Electrical Plans</b> – Existing and proposed panel schedule with new circuits labeled, one-line diagram, electric layout on floor plan</p>
	<p><b>Food Equipment Plans</b> for food service facilities</p>
	<p><b>Commercial Kitchen Hood Plans</b> for food service facilities including suppression system</p>
	<p><b>Two sets of Structural Calculations</b> – where structural work is proposed</p>
	<p><b>Two sets of Energy Calculations</b> (Certificate of Compliance forms , ENV, MECH, LTG, OLTG) on the actual plan sheet and 8 ½ x 11 calc package</p>
<p>I understand a submittal missing any item will be deemed incomplete and the plan check will not be scheduled until the Building Division receives all items that are marked above. This may affect applicable fees and codes since the official date of the application will be the date on which a complete application is received.</p> <p><input type="checkbox"/> <b>All the items required on this checklist are present and complete.</b></p> <p>Print Name: _____ Phone: _____</p> <p>Signature: _____ Date: _____</p> <p>I am the:   <input type="checkbox"/> Building owner   <input type="checkbox"/> Business owner   <input type="checkbox"/> Contractor   <input type="checkbox"/> Agent of the owner/contractor</p>	