



city of san luis obispo

Building & Safety Division • 919 Palm Street • San Luis Obispo, CA 93401-3218
(805) 781-7180 • (805) 781-7182 Fax • www.slocity.org

construction application checklist minor commercial project

Projects include, but not limited to:

- Non-structural Tenant Improvements which may include changes to interior or storefront;

- Four week initial plan review; two weeks for subsequent reviews.
- Minimum 24"x36" plan size.
- Visit www.slocity.org for more information.

This checklist is intended to provide the applicant with a guideline of what will be required in this permit application package. **Incomplete submittals will not be accepted.** Feel free to contact Building and Safety Division staff with questions or concerns.

Project Address: _____ Sprinklered (y/n) _____

Project Description: _____

Planning Approvals: _____ Flood Zone: _____

I. Submittal Documents:

Required Provided

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Acknowledgement & Verification Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Three Sets of Plans; ¼ Inch Scale Preferred |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reduced Copy of Dimensioned Floor Plan for County Assessor (8 ½" x 11") |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Documentation of Unreasonable Hardship Form |

II. Supporting Documents (2 copies of each)

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Energy Compliance Documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils Investigation |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate Sign Permit |
| <input type="checkbox"/> | <input type="checkbox"/> | CDD Recycling Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Pollution Control Plan (WPCP)/Storm Water Pollution Protection Plan (SWPPP) |
| <input type="checkbox"/> | <input type="checkbox"/> | Business License Verification |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Post Construction Storm Water Control Plan Template |

III. Plan Content: (Three sets of plans) A set of plans shall include required information as indicated below, drawn to scale, fully dimensioned, and packaged together as a plan set. (See reverse for more detail regarding plan content.)

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Data |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Site Plan |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor Plan(s) Existing & Proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation Plan |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Structural Plans |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Electrical, Mechanical and Plumbing Plan(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Sprinkler Plan (Only if Fire System Currently exists) |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Proofing/Elevation Certification for Projects Located in Flood Zones (For more information contact the Public Works Department at 805-781-7015) |

minor commercial project plan content

A. Project Data on plans:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owner's Name and Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Address and Suite Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupancy Classification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupancy Load
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toilet Room Fixture Calculation
<input type="checkbox"/>	<input type="checkbox"/>	Allowable Area Analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zoning
<input type="checkbox"/>	<input type="checkbox"/>	Number of Stories
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Compliance Documentation
<input type="checkbox"/>	<input type="checkbox"/>	List of Current Codes that apply to project

B. Site Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow/Scale or Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vicinity Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing On-site Trees (Trunk, Diameter, Species)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing and/or Proposed Street Trees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility Services (Existing and Proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Finished Floor Elevation (City Datum)
<input type="checkbox"/>	<input type="checkbox"/>	Parking Lot Layout (Per City Standards)

C. Floor Plan(s):

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Room Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Window Sizes/Locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Door Sizes/Locations (Hardware Schedule)

D. Electrical, Mechanical & Plumbing Plan:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electric Service Size & Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outlets, Switches, Lights
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HVAC Equipment Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pipe Type and Sizes
<input type="checkbox"/>	<input type="checkbox"/>	Water Heater Location, Size, Model
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Panel Schedules
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single Line Diagram (services over 200 Amp)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commercial Kitchen Hood Details
<input type="checkbox"/>	<input type="checkbox"/>	Grease Interceptors

E. Solid Waste Management:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recycling Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash Enclosure Location

F. Fire Protection Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of Main Electrical/Gas Shutoff
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Department Notes
<input type="checkbox"/>	<input type="checkbox"/>	Location of Underground
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Dept. Connection & PIV
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm/Smoke Alarm Plans

I certify that plans submitted comply with this checklist.

Signature _____