

# Building Division Commercial Checklist



**Please Check All Required Contents are Included  
with the Building Permit Submittal for Commercial Projects**

**PROJECT ADDRESS:** \_\_\_\_\_

**PROJECT NAME (if Applicable):** \_\_\_\_\_

**PROJECT CONTACT:** \_\_\_\_\_

- Quantity:** Three (3) plan sets, 24 x 36
  
- New Construction**
  - Two (2) sets Title 24, soils reports, structural calculations and roof trusses

OR

- Tenant Improvements**
  - Two (2) sets of Title 24 and structural calculations
  
- Conditions of Approval:** If applicable, a letter responding to each of the listed conditions of approval from the Planning Division permit, if applicable (Conditional Use Permit, Special Design Permit, Planned Development, Variance, etc.)
  
- Cover Sheet:** Provide scope of work, project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes.
  
- Architectural Plans:** Site/Plot plan, existing construction, demolition plan, new construction, floor plans, exiting plans, door schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, and roof plan.
  
- Foundation Plan:** Foundations shall match the existing construction for additions.
  
- Structural Plans:** Show floor framing plan, roof framing plan, and structural details.
  
- Mechanical Plans:** Cal-Green requires Heating & Cooling Systems to be designed meet energy standards

- Electrical Plans:** Show the location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, Gensets, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding.
- Plumbing Plans:** Provide isometric plans for waste/vent, type of piping material, gas lines, water lines, water heaters with their input BTU rating.
- Energy Calculations (Title 24):** Provide signed energy forms with calculations on a plan sheet for alteration, addition of shell lighting, and interior/exterior mechanical systems.
- Civil Plans:** Show all site work, grading, storm drainage, and utilities
- Storm Water Pollution Prevention Plan:** Refer to the [Checklist](#) for submittal requirements.
- Waste Management Plan.** Required for all new structures, additions and alterations that increase conditioned space, demolition of any structure greater than 120 sq. ft.
- California Green Building Code with Check List on plans:** Denote where on the plans all mandatory requirements are met.

### SELF CERTIFICATION

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application to the Antioch Building Department for the review and approval of the commercial building permit plan submittal and certify that all required contents are contained in the project plans.

### APPLICANT

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_