



**COUNTY OF SAN BENITO  
RESOURCE MANAGEMENT AGENCY  
PLANNING AND BUILDING INSPECTION SERVICES**

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**NEW COMMERCIAL AND INDUSTRIAL  
PLAN SUBMITTAL REQUIREMENTS**

**GENERAL REQUIREMENTS:**

- Be sure that your proposed use is permitted by the following agencies: Planning (831) 637-1041; Environmental Health Department (831) 636-4035; Air Quality District (831) 647-9411; local Water & Sanitation District (831) 636-4377 [Hollister Area], and local Fire District (831) 636-4325 [Hollister Fire/CAL Fire areas], (831) 726-3130 [Aromas Fire].

**SUBMIT:**

- One (1) properly completed building permit application.
- One (1) properly completed Construction & Demolition Recycling Plan
- Six (6) sets of building plans (1/4"-1' scale, 18"X24 size min. 36" X 48" size max.).
- Two (2) copies of each of the following documents:
  - o Structural Calculations
  - o Title 24 Energy Compliance Report
  - o Equipment Specifications
  - o Truss Calculations
  - o Geotechnical/Soils Report

**PLANS SHALL CONSIST OF:**

- Cover Sheet Showing:**
  - o Project address.
  - o Flood zone (Visit FEMA website: <http://msc.fema.gov/portal>).
  - o Square footage.
  - o Building area calculations (CBC Ch. 5 (503.1)).
  - o Notate all deferred submittals.
  - o Note on plan: Project to comply with the 2016 CBC, 2016 CEC, 2016 CMC, 2016 CPC, 2016 CA Energy Code, 2016 CA Green Building Standards Code, and San Benito County Code.
  - o Location map.
  - o Type of construction.
  - o Occupancy classification(s).
  - o Building fire sprinkler system.
  - o Fire alarm system.
- Plot Plan:**
  - o Lot dimensions with property lines and any easements identified.
  - o Size and use of all structures on the lot
  - o Disabled access plan showing accessibility throughout the site and building(s).
  - o Location and number of disabled accessible parking stalls and path of travel to the building entrance(s). Include parking, signage, and ramp details.
  - o Grades and elevation of site and building.
  - o Dimensions from structures to property lines (measured at right angles to structures).
  - o Dimensions between structures (measured at right angles to structures).
  - o Grading (all site utilities, storm drainage and fire lanes).

□ **Architectural Sheets:**

- Wildland Urban Interface Area requirements, per CBC Ch. 7A.
- Occupancy classification of each room/area.
- Location of all exits.
- Cross Sections
- Floor Plan (identify and dimension all room usage).
- Disabled access plan for the building.
- Window and door schedule.
- Show all fixed elements of construction (walls, partitions, cabinets, etc.) on floor plan.
- Elevations from all sides of building with exterior material used.
- Roof Plan (show proposed roof top equipment, roof pitch, type of roofing etc.).
- Egress plan with occupant loads shown.
- Width, distance to, and direction of all exits, and location of panic hardware.
- Identify area/occupancy separation walls and fire-resistive rating of each on floor plan.
- Show details of fire rated construction per CBC Table 720.1(1), or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.

□ **Structural:**

- Include structural design criteria (design load, wind, seismic, etc.) on plan.
- Foundation Plan (anchorage, rebar, piers etc.)
- Roof Framing Plan
- Structural Details
- T-bar ceiling plan (if applicable) along with manufacturer's specifications.
- Location, size and grade of all framing members to include location(s) of shearwalls.

□ **Electrical Plan:**

- One-line diagram showing service, feeder panel, conductors, disconnect, over current sizes, grounding methods and service load calculation.
- Panel schedule with circuit identification, description of circuits, walls and voltages.
- Fixtures schedule.
- Show all raceways, conductor quantities, equipment, outlets, devices, luminaires, etc. on the plan view(s).
- Exit light and signage to include back-up power where needed.

□ **Plumbing and Mechanical Plan:**

- Plumbing isometric/schematic showing sewer, soil, waste vents and cleanout sizes and material.
- Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans.
- Grease Removal Devices with Sizing Calculations (food service facilities).
- Location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment.
- Duct location, material and sizes and indicate location of fire dampers.

**MISCELLANEOUS:**

- Landscaping and Irrigation Details (including reclaimed water system).
- Chemical List (quantities and explanation of process).
- Site Lighting and Photometric Plans.
- CALGreen Checklist (properly completed and/or imprinted on plan).
- Statement of Special Inspections.

**PLEASE NOTE, THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.**