



Development Service Center

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Commercial Plan Submittal Requirements

Purpose

When applying for a building permit for a new commercial building, a tenant improvement, the enlargement, alteration, conversion, relocation, demolition, change of use/occupancy, equipment installation, or repair of commercial buildings and structures; The applicant must submit a full set of building plans/drawings and supporting documents along with the application. The plans must clearly show the location, nature, and extent of the work proposed, and shall show in detail how the project will comply with the [adopted construction codes](#) and City of Gilroy Municipal code. In order to provide an efficient review of plans and issue permits promptly, only complete plan submittals will be accepted. This checklist outlines minimum requirements for a complete submittal. This is intended as a general guide, each project is unique; specific plan content requirements depend largely upon the extent, nature and complexity of the proposed work.

Plan Requisites

- Plan Size:** Minimum sheet size: 18 in. x 24 in.; Max sheet size: is 24 in. x 36 in.
- Number of Sets:** For the initial submittal please submit the following:
 - (4) Four sets of paper plans (stapled/bound)
 - (2) Two sets of supporting documents such as:
 - Geotechnical Report
 - Structural Calculations
 - Statement of Special Inspections
 - Waste Management Plan
 - (1) One digital set of plans and supporting documents (on a USB drive)

Note: Speak with building department staff regarding digital only submittal requirements such as format, file size, etc. (only for specific types of projects).

- Stamp/Signature:** Per Business and Professions Code Section 5537 and 6735, Plans, drawings, specifications, or calculations for a commercial building shall be prepared by a licensed architect or registered engineer, and shall bear the stamp and signature of the licensee who is responsible for their preparation.
- Scale:** All drawings shall be drawn to an adequate scale with the scale indicated (i.e. 1/8"=1')
- Dimensions:** plot plans, floor plans, structural plans, details, etc. shall include dimensions.

Project Information

The following shall be included on the cover sheet of the plans:

- Location:** Include the assessor's parcel number (APN), address, and suite # of the work site, as well as a vicinity map.
- Project Directory:** Include the name, and contact information for the following persons:
 - Legal Owner/ Developer
 - Architect of Record
 - Construction Manager
 - Engineer(s) of Record (e.g. civil, structural...)
 - Landscape Architect
 - Anyone else involved in preparing plans.

- Sheet Index:** List each sheet included in the set in the order they are arranged.
- Scope of Work:** Include a detailed description of the work.
- Applicable Codes:** List the current applicable codes (e.g. 2019 California Building Code...)
- Project Data:** Include a project data section that specifies:
 - Current zoning
 - Lot area
 - Occupancy group(s)
 - Type of construction
 - Floor area
 - Number of floors
 - Building height
 - Fire sprinkler information
- Calculations/Analysis:** The following calculations or analysis shall be included on the cover sheet as applicable.
 - Allowable Area Analysis
 - Occupant Load Calculations
 - Parking Analysis/ Calculation
 - Egress Analysis/ Calculation
- Differed Submittals:** Include a list of differed submittals (e.g. trusses, signs, fire sprinklers)

Civil Plans

The civil plans shall contain information for all site improvements including, but not limited to the following:

- Civil Site Plan:** Must show site characteristics and improvements.
- Grading and Drainage Plan:** Cut and fill quantities, disturbed areas and undisturbed areas, site topography, direction of flow, retention basins, paved areas, curbs, gutters, section elevations...
- Erosion and Sediment Control Plan:** Best Management Practices (BMPs), stabilized construction entrance, construction staging and storage areas, washout areas...

Note: If the disturbed area exceeds 1 acre, full SWPPP will be required.

- Utility Plan:** locations and any pertinent information for site utilities i.e. domestic water, fire water, irrigation, sanitary sewer, storm drains, electrical, phone\data.

Note: Alterations and T.I.'s may not require civil plans.

Architectural Plans

The following shall be included in the architectural plans:

- Site Plan:** show the following and any other pertinent site improvements:
 - Property Lines
 - North arrow
 - Adjacent streets or alleys
 - Location of building(s)
 - Easements on property
 - Front, side, and rear setback areas
 - Sidewalks, walkways, accessible route(s)
 - Parking
 - Driveways/ drive isles
 - Landscape and site lighting
- Demolition Plan:** For alterations, include a demolition plan showing existing conditions, and what will be demolished and removed. Note: Minor demolition can be included on the floor plan.
- Floor Plan:** A full floor plan must be provided and include:
 - Occupancy classification of each space in the building (for multiple occupancy)
 - Identification of all rooms and their use
Example: office, restroom, corridor.
 - Wall locations with dimensions
 - Elevation view callouts
 - Egress information (may be separate sheet for large projects)
 - Accessible route/ accessible elements e.g. counters, restrooms

- Wall legend identifying different wall types Example: 2x6 metal stud wall.
- Door and window location/ schedule
- Cross-Section callouts
- Detail callouts.
- Notes as required.
- For alterations identify new (N) and existing (E)
- For alterations specify location of proposed work
- Elevations:** Show exterior elevations of all four (4) sides of new buildings. For existing buildings, provide elevations where exterior work is performed. The elevations must match the callout on the floor plan.
- Building Cross Sections:** Provide cross section views (view of a building as if it had been cut at its center) depicting floor, wall, ceiling, and roof assemblies and how they relate. The cross section(s) must match the callout on the floor plan.
- Reflected Ceiling Plan:** The reflected ceiling plan shall show the ceiling type, location of light fixtures, HVAC registers, fire sprinklers, sensors, etc.
- Architectural Details:** The details shall show comprehensive information of objects, or components identified on the floor plan. The details must match the callout on the floor plan.

Structural Plans & Calculations

- Structural Design Calculations:** A structural engineer shall provide structural calculations proving that the building/structure will withstand the loads/forces it will be subjected to. It shall include the following:
 - Design criteria used as basis.
 - A loading analysis.
 - Size and type of all structural elements. (foundations, columns, beams, walls etc.)
 - Reinforcement and connections of all structural elements. (bolting, welding, nailing, etc.)
 - Foundation Plan:** Provide a complete plan showing accurate location of all piers, grade beams, perimeter footings, retaining walls, and concrete slabs. The plan shall include notes, and detail callouts that correspond to details sheet.
 - Floor Framing Plan:** Provide a floor plan for each floor level. The floor plan shall include framing member sizes/types (posts, beams/girders, floor joists, shear walls, etc.), connections method to other structural elements (hold downs, straps), floor diagram information, location of openings, notes, and detail callouts that correspond to the details sheet.
 - Roof/Ceiling Framing Plan:** Include size and spacing of roof framing members (trusses, rafters, ceiling joists). Roof diagram information, connection methods to walls below, notes, and detail callouts that correspond to the details sheet.
- Note:** Truss drawings may be a separate plan, and be a differed submittal.
- Sections and Details:** include as many detail sheets as necessary to accurately show the comprehensive information required for structural components, connections, and assemblies.

Mechanical Electrical & Plumbing (MEP)

- Mechanical Plans:** Include the following:
 - Duct layout plan with size, material, methods for supporting and bracing, supply/return register locations, and insulation/sealing information.
 - An equipment schedule. Include a description, the weight of piece of equipment, the required makeup air of each system based on occupant load, and BTU rating.
 - For roof mounted equipment, a roof plan showing locations of equipment, openings, piping, roof access, parapets, equipment screens, guardrails (if close to edge), etc.
 - Include details for anchorage and installation of equipment.

Plumbing Plans: Include the following:

- Sanitary drainage plan and calculations (drain/waste/vent). Include drainage fixture units, developed lengths, sizes, material, fixture locations, cleanout locations, supporting and bracing information etc.
- Water distributions plan/calculations. Include main supply size/pressure, water supply fixture units, developed lengths, sizes, as well as location of fixtures, valves, expansion provisions, and supporting/bracing details.
- Gas piping isometric plans/calculations. Include gas demands (in CFH), developed lengths, size. Also provide information for incoming pressure, regulators, valves etc.

Electrical Plans: Include the following:

- Electrical service information (i.e. voltage, phase, amperage rating)
- Load calculations.
- Electrical floor plan showing locations of main switchgear/disconnect(s), meters, electrical rooms, transformers, distribution panels and all end use equipment.
- Single line diagram with equipment information, overcurrent protection ratings, wire and raceway information, grounding and bonding information.
- Lighting plan, indoor and outdoor site lighting if applicable.
- California Energy Code forms as required. Printed on full size sheet(s).

Landscape & Irrigation Plans

- New Developments:** must include landscape and irrigation plans. Projects must meet City of Gilroy Planning, Engineering, and Fire Division requirements. Areas larger than 500 square feet are subject to and must comply with City/State Model Water Efficient Landscape Ordinance.
- Existing:** Projects where landscapes will be rehabilitated must also include a landscape plan. Landscape rehab projects equal to or greater than 2500 square feet must comply with City/State Model Water Efficiency Landscape Ordinance and other City requirements.

Supporting Documents & Other Forms

- California Energy Code Compliance Forms.
- Geotechnical Investigation Report.
- Special Inspection Acknowledgment Form.
- Agent Authorization form when a representative is acting on behalf of the contractor or owner.
- Santa Clara County Health Department Approval for food facilities and public pools.