



COMMERCIAL SUBMITTAL REQUIREMENTS

This is intended to be a comprehensive submittal list for a New Commercial Building (or an Addition to an Existing Commercial Building). All items may not pertain to your specific project.

1. Document Submittal List

A. Drawings: 6 Sets (24"x36" maximum)

- Plot plan
- Grading and drainage plan
- Landscape plan
- Architectural plan: floor plan(s), roof plan, exterior elevations
- A complete code analysis sheet showing construction type(s), occupancy group(s), occupant load calculations, allowable building area calculations, and [current code](#) references.
- Structural: foundation plan, floor framing, roof framing, truss information, cross sections, and structural framing details referenced on framing plan
- Mechanical plan
- Electrical plan:
- Plumbing plan
- Applicable T-24 forms
- Detailed CalGreen Checklist
- 2 Sets must be stamped by Sausalito-Marin City Sanitary District prior to submittal

B. Calculations: 2 Sets

- Structural calculations, where necessary (wet signed and stamped)
- Energy calculations and forms (Title 24)
 - a. Both original 8 ½ x 11 and CF-1R and MF-1R on the plans

C. Other Documents

- Soils report
- Hazardous material declaration
- Bay Area Air Quality Management District permit Special
- Inspection Report (if applicable)
- Health Department approval (if applicable) Fire
- District approval (if applicable)

2. Addition Information to be Included on Documents

A. Plot Plan

- Lot dimensions: metes and bounds information
- Building footprint with all projections and dimensions to property lines and between buildings and show handicap access from public right of way
- North arrow
- Visible utility to curb
- Easement(s)
- Parking layout and driveways showing handicap access to parking lot and buildings Show and specify the species, variety and size of trunk on all trees
 - a. Show extent of tree canopy

B. Grading and Drainage

- Top and toe of slopes on slight slopes and topography on lots with more than 5' elevation difference
- Pad elevations: Ground slope drainage scheme and topography (hill sites)
- Retaining walls and drainage system

C. Landscape plan

- Irrigation and planting schedule
- Accessory structures, walkways, decks, etc.
- Irrigation showing backflow prevention measures and specifications

D. Architectural and Structural Plans

- Foundation, structural floor and roof framing plans
- Architectural floor plan (seat plan for assembly occupancy) and roof plan Exterior Elevations: specify all exterior finish materials
- Structural material specifications Structural and architectural details Truss configuration and locations Typical cross section in each direction
- Calculations and details for racks over 8 feet

E. Mechanical, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location
- A load calculation is required if an inordinate amount of equipment or appliances is proposed

F. Energy Requirements

- Form CF-1R with all signatures
- Heat loss calculation
- Print CF-1R and MF-1R on drawing set

G. Information

- Wet signature on all documents by design professional and document maker
- Name, title, California registration, address, and phone number of design professional
- Address of property and name, address and phone number of property owner
- Cover Sheet Information
 - a. Applicable codes/ 2016 versions of California Building Code, CA Electrical, CA Mechanical, CA Plumbing, City of Sausalito Municipal Code
 - b. Description of type of work
 - c. Occupancy and type of construction
 - d. Gross area, by floor(s) and building height
 - e. Index of drawings
- All drawings must be to scale

H. Details

- Window: head, jamb and sill Exterior doors: head, jamb and sill
- Flashing: vertical and horizontal junctures of materials
- Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces
- Footing, piers, and grade beams Post and girder intersections
- Roof: eaves, overhangs, rakes, and gables Cabinet elevations
- Floor changes (i.e. wood to concrete) Handrail(s) and guards with support
- Structural wall sections with details at foundation, floor and roof levels

I. Prefabricated Trusses

- Roof framing plan with truss I.D. number and manufacturers' name Detail of all truss splices, connection and plate sizes
- Show all trusses including gable bracing and bridge/bracing Reviewed and signed by engineer of record
- Wet stamped and signed by truss company engineer
- Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan

J. Accessibility Plans and Complete Accessibility Details Per CBC Chapter 11B for:

- The newly constructed areas Accessible Parking
- Exterior Paths of Travel from parking and from public arrival points to primary entrances
- Elevators
- Stairs and Ramps Primary Entrance Door Restrooms
- Public Drinking Fountains (where provided) Public Telephones (where provided)