



COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF BUILDING & SAFETY

**COMMERCIAL/INDUSTRIAL NEW BUILDING OR ADDITIONS
PLAN SUBMITTAL REQUIREMENTS**

The following items are required to be completed prior to project acceptance for processing:

1. Plan check fees and deposits are required to be paid in full upon submittal (see Fee Schedule). **Save time at the counter by asking for your plan check fees to be calculated in advance. Simply fax the filled-out Application, Quantity Take-Off Sheet, Data Sheet(s), and OCFA Screening Form to (949) 724-6420. Please allow at least 24 hours for a response.**
2. One each of the following: **(Use blue or black ink only)**
 - Building Permit Application (triplicate) (including Take-off Sheet)
 - Building Data Sheet(s) describing each building in detail
 - Orange County Fire Authority Screening Form
 - Orange County Fire Authority Service Request Form
 - School Fee Determination Form
 - If your project is a new commercial development with a project area of 5,000 square feet or greater, you must complete the “Reduce and Recycle Your C&D Waste” (Public Works Form 60-80)
3. Copies of all resolutions and approval letters related to this project are required to be included.
4. In addition to the above, the Title sheet or General Notes portion of the plan shall include a section titled “Land Use Conditions of Approval” containing the following language and information:

“Conditions of Approval required prior to issuance of certificate of occupancy are as follows; (Resolution Number(s) if applicable):”

Each condition from the text of applicable resolution(s) or other action(s) under the heading “Prior to the Issuance of Certificates of Occupancy” shall be listed. Each listing shall include the condition language exactly as they appear in the reference resolution(s).

Prior to plan approval, the project planner shall review the listing of conditions for completeness and accuracy.

5. Five (5) blue-line prints including all architectural, structural, electrical, plumbing and mechanical plans.
6. One set of the Energy Conservation Standards, including both the Title 24 Calculations and Compliance forms.
7. One copy of the Soil's Report and one (1) copy of the Soil's Summary form.
8. One copy of the Engineer's Structural Calculations.
9. Site plan showing:
 - all building footprints located on the legal parcel of land
 - a data summary showing the total number of gross square feet within each building broken down by land use
 - a parking summary identifying the parking spaces required by code and those space provided on-site

The purpose for this information is to expedite plan check review in determining compliance with City codes.

Please use the attached "Site Plan Data Summary" or equivalent.

10. Details of fencing construction and materials, if applicable.
11. Landscape and Irrigation Plan: This plan is optional at the time of the building plan submittal, but is required to be submitted prior to issuance of any building permits. Landscape and irrigation plans shall be submitted as an individual package and **not** attached to either building or grading plans.
12. Precise Grading Plan: This plan must be submitted either prior to or at the time of the building plan submittal. If grading plans were submitted prior to the building permit application, the applicant shall supply the grading plan check number as part of the building submittal. Precise grading plans must be submitted as an individual package and **not** attached to either building or landscape plans.