



NEW COMMERCIAL BUILDING: BUILDING PERMIT APPLICATION REQUIREMENTS

The following are the minimum submittal requirements intended for the Building Department plan check of new non-residential buildings on individual lots.* **Non-residential projects require a licensed professional** to be responsible for the construction documents unless waived by the Building Official (BO). Plan check review comments will be compiled by the Permit Technician and will be available to the applicant within thirty days of plan check deposit payment. Once comments have been resolved, the permit may be issued. **Note that other reviewing departments have their own submittal requirements—please consult with City staff if you have questions. Before submitting for your building permit, please consult with the Planning Department to see if a planning permit is required for your project.*

General Information:

- Code compliance statement listing the applicable codes
- Project Name, address and clear scope of work
- Owner information: Name, Address & Phone #
- Designers' info.: Name, Address, Phone # & E-mail
- Sheet Index of drawings
- Vicinity Map of project location.

Supporting Documentation:

- Complete Building Permit Application
- Structural Calculations (static and lateral)
- Energy Calculations (Title 24)
- Soils Report & Plan review letter from soils engineer
- Landscape Irrigation Calculations
- Copy of Sonoma County Health Department permit and/or City of Santa Rosa Environmental Compliance permit (as applicable)

City of Cotati Nonresidential CALGreen Checklist form:

- Forms to be incorporated into the set of prints and attached.

Energy Compliance forms:

- ENV, MECH, LTG. & OLTG forms to be incorporated into the sets of prints.

SWMP:

- Projects with over 1 acre of impervious area to comply with Guidelines for the SUSMP. SUSMP section 1.3(a).

Building Data:

- Occupancy Group(s)
- Type of Construction
- Occupant load calcs
- Separated or Non-separated uses
- Building height
- Required Exits and length of paths
- Required fire separations from P.L.



- Clearly note that the project will be fire-sprinkled & note if sprinkler plans to be submitted separately.
- Floor area per story, total floor area, & compliance to area tables.
- ❑ **Site/Plot Plan:**
 - North Arrow
 - Lot dimensions
 - Building footprints with overall dimensions & projections
 - Easements & Building setback lines including specialty setbacks such as second story setbacks.
 - Show existing structures to be demolished.
- ❑ **Landscape and Irrigation Plans:**
 - Landscape drawings showing location of structures, planting areas, sod areas, mulch areas & plant legends
 - Irrigation drawings & calcs. show hydro-zones, check valves, irrigation system, auto. controllers, irrigation valves, etc.
- ❑ **Grading Plan/Civil Drawings and details:**
 - Existing drainage patterns & proposed drainage patterns, drainage devices, existing & new contours, elevation data & benchmarks, etc.
 - Soil excavation calculations of Export & Import
 - Walkways, drives, curbs, retaining walls, etc. including disability access compliance.
- ❑ **Architectural Plans, including:**
 - **Floor Plan(s):** for each story/floor level
 - North Arrow
 - Fully dimensioned & to scale.
 - Exiting compliance
 - Location of safety glazing
 - Windows & doors properly located with schedules
 - Wall legends, symbol legends
 - Label/detail all fire walls and other fire resistive elements
 - Label all rooms and provide occupancy load calcs and number and width of exits calcs.
 - Reference all disabled access components.
 - **Reflected Ceiling Plan:**
 - Show all skylights & ceiling surface changes & slopes
 - Location of light fixtures, ventilation registers, etc.
 - **Roof Plan:**
 - Roofing material & class
 - Roof equipment & access
 - Attic ventilation calcs & number & type of attic vents.
 - Direction, slope of roof, valleys, hips, chimneys, skylights, etc.
 - Overhangs, eaves, gables & rakes dimensioned.
 - **Building Sections:**
 - Provide building section(s) at most informative locations.



- Label rooms, interior finishes.
- Clearances from framing to grade.
- Subfloor to top plate heights.
- Note insulation type and where proposed to be installed.
- **Interior Elevations:**
 - Provide interior elevations at rooms with accessibility requirements such as break rooms, restrooms, etc.
 - Heights of bath accessories, counters, sinks, etc.
- **Exterior Elevations:**
 - All elevations that show all vertical planes, including courtyards or other elements. Minimum 4 views req'd.
 - Windows & doors properly located.
 - Overall building heights
 - Identify exterior finishes
- **Architectural Details:** (as applicable)
 - Fire assemblies
 - Fire penetration details including mechanical, electrical and plumbing penetrations.
 - Stair and guards
 - Accessibility compliance
 - Racking details
 - Exiting compliance
- **Structural Plans:**
 - **Structural Design Criteria:**
 - Wind Speed and exposure
 - Seismic Design Cat.
 - **Foundation Plan:**
 - Dimensions, footings, piers, hold-downs, etc.
 - **Floor Framing Plan(s):**
 - Reference framing length & coverage area
 - Label all framing members
 - Label all shear walls or braced walls and hold-downs
 - Reference detail bubbles
 - **Roof Framing Plan:**
 - Reference framing length and coverage area
 - Label all framing members
 - Reference detail bubbles
 - Truss drawings & calcs.: deferred note & completed form
 - **Structural Details:**
 - Roof to wall, wall to floor, floor to fdn., connection details
 - Framing & shear transfer details, etc.
 - Hold-down, post, beam, pier details etc.
- **Electrical Drawings:** (as applicable)



- Single line diagram(s)
- Panel Schedule(s)
- Load calculations
- Manuf. & rating of equipment
- Elect. Legends
- Lighting site, floor & roof plans
- Fixture schedules
- Photometric plan(s)
- Power plan(s)
- EMS plans
- ☐ **Mechanical Drawings:** (as applicable)
 - **Mechanical floor plan(s):**
 - Locate registers & grilles
 - Equipment location
 - Duct layout
 - Smoke detectors
 - CFM rate at registers
 - Smoke & fire dampners
 - Location of fire rated walls
 - Mechanical roof plan(s)
 - Equipment schedules
 - Mechanical details such as flashing, equip. platforms, vibration dampeners, etc.
 - EMS control detailing
- ☐ **Plumbing Drawings:** (as applicable)
 - Site utility plan
 - Fixture calcs & schedules
 - Water supply plumbing plan(s) & isometrics
 - Waste and vent plumbing plan(s) & isometrics
 - Gas supply plan(s), isometrics, & sizing calcs.
- ☐ **Additional items that may be required** prior to issuance of building permit(s):
 - Encroachment Permit for Public Improvements
 - CALGREEN rater plan review form
 - Provide copy of SWRCB Notice of Intent.
 - BAAQMD permits
- ☐ **Fees other than building permit fees may be assessed for this project.** Please complete a [REQUEST FOR BUILDING PERMIT AND DEVELOPMENT FEES ESTIMATE](#) form if you would like to receive an estimate of all fees that may be charged for your building permit application.
- ☐ **Separate Permits applications may be required for the following:** (Plans may be combined for multiple buildings)
 - Accessory structures (carports, trash encl.)
 - Pools and spas
 - Grading permits
 - Retaining walls

City of Cotati

Sonoma County, California



- Demolition of detached structures
- Free standing photovoltaic systems
- Fences over 6'

Building Department Contact Information

If you have any questions regarding Building Permit applications and submittal requirements, please contact us at:

Phone: 707-665-3636

Email: permits@cotaticity.gov

Website: <https://www.cotaticity.gov/202/Building>

Office: 201 W Sierra Avenue, Cotati, CA 94931