



## CLAREMONT COMMERCIAL SUBMITTAL REQUIREMENTS

### Commercial (New, Addition, or TI/Remodel) Plan Submittal Requirements

- 1) Cover Sheet (required for all plans)
  - a. Project Address
  - b. Project APN
  - c. Date of plans
  - d. Property Owner and contact information
  - e. Sheet index listing all plan sheets (all sheets must be numbered)
  - f. Revision log for recording any future changes to the approved plans
  - g. Scope of work (must be detailed and must match plans and permit application)
  - h. Code references (list all codes and cycle the apply to the project)
  - i. Occupancy classification of existing and proposed structures
  - j. List maximum occupancy
  - k. Indicate fire sprinkler status of existing and proposed structures.
  - l. Designer name
  - m. Project team contact information
  - n. Deferred submittal items (not included in plans, but required as part of the project).
  - o. List all deputy inspections, and observation reports required.
    - i. NOTE- for any commercial project which impacts accessibility, a deputy inspection report will be required from an accessibility expert (CAsp certified or other approved by Building Official) at final inspection verifying compliance with all accessibility requirements. This inspection requirement must be noted on the cover sheet of the plans.
  
- 2) Site plan (required for new structures and additions)
  - a. General location and adjacent streets
  - b. Directional arrow showing North
  - c. Setbacks from all property lines and other structures
  - d. Utility routes and points of interconnection
  - e. Site drainage- arrows and percentages are acceptable (reqd only if site is being disturbed).
  - f. Indicate existing and new impervious surfaces (concrete slabs) & previous surfaces (yards and planters)- (reqd only if site is being disturbed).
  - g. Location of nearest fire hydrant and distance to furthest point of construction (MF residential only).
  - h. Show all parking spaces serving the structure including accessible and EV spaces.
  
- 3) Floor plans (proposed and existing)
  
- 4) Elevations



## City of Claremont Building Division

---

- 5) Electrical plan (if new electrical is proposed)
  - a. Electrical Layout (indicate circuit numbers when existing branch circuits are extended)
  - b. Single line diagram (if new equipment is being added)
  - c. Electrical load calcs (where new loads totaling over 40A are added)
  
- 6) Plumbing plan (if new plumbing is proposed- except for like- to- like fixture replacement)
  - a. Plumbing Layout (include location of cleanouts)
  - b. Branch diagram or isometric including drainage fixture units (if new fixtures are being added)
  - c. Pipe sizing calcs
  
- 7) Mechanical plan (if new equipment or ductwork is proposed- except for like- to- like fixture replacement)
  - a. Mechanical Layout (include ducts and register locations)
  - b. Branch diagram including duct sizes
  - c. duct sizing calcs
  
- 8) Roof and floor framing plans
  - a. Vent locations
  - b. Attic vent calcs
  - c. Indicate roof covering
  - d. Indicate slopes
  
- 9) Framing plans
  
- 10) Foundation plan
  
- 11) Structural Details (Structural calcs and Engineer/ Architect stamp required unless design is 100% compliant with prescriptive measures of the California Residential Code).
  
- 12) Energy Analysis (unless prescriptive method is utilized)
  
- 13) Construction and Demolition diversion plan
  
- 14) Green Building checklist
  
- 15) Accessibility plans
  - a. Accessibility upgrade analysis.
    - i. Provide project valuation with detailed breakdown of project elements.
    - ii. Show existing elements and indicate if compliant or non-compliant.



## City of Claremont Building Division

---

- iii. Indicate valuation of proposed accessibility upgrades (justify 20% dedication if project valuation is under \$197k)
- b. Site plan showing accessible path of travel from accessible parking spaces and public right of way.
- c. Floor plan showing accessible path of travel throughout facility.
- d. Accessible element details and signage.