



COMMERCIAL/MIXED-USE – MINOR PERMITS BUILDING PERMIT SUBMITTAL CHECKLIST

CITY OF SOLVANG

PLANNING & BUILDING DEPARTMENT

411 Second Street | Solvang, CA 93463 | (805) 688-5575 | www.cityofsolvang.com

The information on this checklist **must** be submitted with your project to be accepted. A copy of this list will be used to check your application for completeness prior to submittal. **APPLICATIONS THAT DO NOT SUBMIT THE REQUIRED INFORMATION WILL BE REJECTED.** Check each box under “applicant” to indicate that the information has been provided. If you believe it is not applicable to your application, do not check mark it. If you have questions regarding this checklist or uncertain if a specific requirement applies to your building permit submittal, please contact building staff at (805) 688-5575x218 or via email at buildingdept@cityofsolvang.com

THIS CHECKLIST APPLIES TO THE FOLLOWING PROJECTS BELOW. PLEASE CHECKMARK THE TYPE OF PROJECT YOU ARE SUBMITTING.

Interior Tenant Improvements Exterior Tenant Improvements (no site improvements) Change of Occupancy

Incomplete Submittals will be Rejected & Property Owner Notified

Applicant City

Required Documents/Support Documents

- COMPLETED Building Permit APPLICATION FORM.** Application form can be found here: <https://www.cityofsolvang.com/DocumentCenter/View/4568/PB-B1-Building-Permit-Application?bidId=>
- TITLE 24 ENERGY CONSERVATION REQUIREMENTS.** Show compliance with State Title 24 Energy Conservation requirements and reproduce required CF1R forms on plans or separate sheets (if applicable).
- CALIFORNIA CAL GREEN BUILDING STANDARDS SHEETS.** Include relevant CAL Green checklist sheets for your project. Check all applicable requirements for your project. Sheets can be obtained here: <https://aiacalifornia.org/learn-grow-practice/practices/calgreen-checklists/>
- COLOR AND MATERIALS SHEETS.** For new construction/additions only, provide sheets either separate or in Plan set showing color and materials to be utilized (if applicable)
- PAPER SIZES.** Minimum paper size of submitted digital plans shall be 11”x17”. Maximum paper size is 36” x42”. Support documents such as structural calculations, geotechnical reports, title reports, Title 24 energy calculations may be 8.5”x11” or placed on larger sheets in the plan set.
- PLANS PREPARED BY LICENSED PROFESSIONAL.** Plans shall be prepared by licensed professionals and must be stamped consistent with California Business & Professions Code Sections [5537](#) & [6737](#).
- EMAIL COMPLETED APPLICATION & PLANS.** Email completed application and associated plans buildingdept@cityofsolvang.com. All electronic plans shall be in PDF format. <https://www.cityofsolvang.com/DocumentCenter/View/5327/Solvang-Electronic-Submittal-Handout>
- PAYMENT OF BUILDING PERMIT FEES.** Remittance of fees as established by the Master Fee Schedule. Your building permit will not be processed until a fee has been paid. This can be completed by cash or check. Additional fees will be owed at the time of permit issuance.

Applicant City

Cover Sheet / Title Page

- Name, address, and phone number of owner, engineer, licensed design professional as appropriate.
- Address of proposed project with assessor's parcel number, land use designation, and zoning.
- A project vicinity map
- Project data to include size of lot, size of existing buildings, size of addition and/or remodel
- A complete description of the scope of work.
- Any change in use or occupancy of any existing building or structure shall comply with the provisions of the current California Existing Building Code, Part 10, section 506.
- Statement of fire sprinklers or existing fire protection.
- Construction type
- Provide a Building Code Modification Application if seeking a modification to building code standards.

CODE ANALYSIS: Based on the current California Building Codes

- Occupancy group classification, and if it is a mixed occupancy building, indicate if it is to be a separated or non-separated structure.
- Occupant load calculations and a means of egress plan for all occupied portions of the building.
- An opening protection calculation sheet. This is for all openings on exterior walls less than 20' from a property line.
- Include a diagram for all categories of fire separation distance that apply.

SITE PLAN: Must be included and show the following:

- North arrow and a graphic scale. **Plans must be drawn to scale.**
- Show all property lines.
- All existing structures on-site
- All proposed improvements
- All existing and proposed utilities lines and connections
- Location and heights of all existing and proposed walls and fences
- Location of trash enclosures
- Location of parking areas, dimensioned, including any required ADA accessibility

Floor Plans: Must be included and show the following:

- Scale on plans or dimensions of proposed improvements.
- Sizes and uses of all rooms.
- Indicate stairways, steps, doorways, windows, closets, storage areas, patios, porches, decks, built-in appliances, and bathroom fixtures.

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|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Indicate solid portions of walls with shading |
| <input type="checkbox"/> | <input type="checkbox"/> Relative property elevations, finish floor elevations, and nearest upstream manhole elevation
(Installation of a backwater valve in the drainage piping will be required if the flood level rim of the lowest fixture is below the next upstream manhole cover). |
| <input type="checkbox"/> | <input type="checkbox"/> Foundation plan showing section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings. Soil engineer's name, project number, and report recommendations must be reproduced on the foundation plans. Any special deputy inspections must also be clearly identified on the plans. |
| <input type="checkbox"/> | <input type="checkbox"/> Floor plan showing all walls, partitions, doors, windows, corridors, exits and exit signage. Show all counters, fixtures, and modular office furniture. Identify all fire-resistive occupancy and/or area separation walls. Label use of all rooms and clearly distinguish between proposed and existing areas. |
| <input type="checkbox"/> | <input type="checkbox"/> Framing plan showing all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable). Show all details of suspended ceiling construction. |
| <input type="checkbox"/> | <input type="checkbox"/> Interior details must show accessible path through building. |
| <input type="checkbox"/> | <input type="checkbox"/> Restroom details must include the layout and measurements of all stall partitions, plumbing fixtures, grab bars, mirrors, paper dispensers, and other accessories. |
| <input type="checkbox"/> | <input type="checkbox"/> Fire-resistive assemblies and fire-stopping details shall be clearly drawn, described, and identified by listing agency. Provide fire-resistive door, window, and damper schedules. |

Elevations: Must be included and show the following:

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|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Cross section of building showing all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail & guardrail dimensions, fire-resistive materials, and interior ceiling heights. |
| <input type="checkbox"/> | <input type="checkbox"/> Elevation drawings from each side of the building or addition. Show building height, roof pitch, exterior wall covering materials, roofing materials, and surrounding grade. |
| <input type="checkbox"/> | <input type="checkbox"/> Elevations labeled in each direction: north, south, east, and west. |
| <input type="checkbox"/> | <input type="checkbox"/> Exterior mechanical equipment and proposals for screening, including transformers, meter boxes, and backflow devices, etc. |

Plumbing Sheets: Must be included and show the following:

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|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Plumbing sheets must include an isometric or schematic diagram with pipe size and type for gas, water, drain waste, and vent piping. |
| <input type="checkbox"/> | <input type="checkbox"/> Provide calculations for gas and water piping. |
| <input type="checkbox"/> | <input type="checkbox"/> Show size and location of roof drains and overflows |
| <input type="checkbox"/> | <input type="checkbox"/> List make and model number for water closets and shower control valves. |

Applicant **City**

- Note: Fire sprinkler systems shall be under separate permit and should not be included in the original submittal. Please contact SBCFD for submittal requirements.

Mechanical Sheets: Must be included and show the following:

- Mechanical sheets must show and describe all HVAC equipment. Include size and details of support for equipment and ducting.
- Show location for all existing and new supply & return air registers and all required smoke/fire dampers.
- Provide complete cross sectional drawings, specifications, and calculations for new commercial hoods (if applicable).
- Include floor-ceiling and roof equipment plan (if applicable).

Electrical Sheets: Must be included and show the following:

- Electrical sheets must contain a statement describing the scope of work specific to the project.
- The drawings must show a single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations.
- Provide a floor plan that identifies the locations of main & sub-panels, motors and equipment, outlets, switches, fixtures, exit lighting, and all power apparatus. Show complete circuitry for all of the above mentioned items