



# COMMERCIAL/MIXED-USE – NEW CONSTRUCTION BUILDING PERMIT SUBMITTAL CHECKLIST

CITY OF SOLVANG

PLANNING & BUILDING DEPARTMENT

411 Second Street | Solvang, CA 93463 | (805) 688-5575 | [www.cityofsolvang.com](http://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](mailto:buildingdept@cityofsolvang.com)

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

- New Commercial / Industrial Shell Building  New Commercial Addition  
 Residential Conversion to Commercial Uses  Tenant Improvements that include Structural Improvements

## 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=>
- SANTA BARBARA COUNTY FIRE DEPARTMENT REVIEW.** Provide a check made out to the Santa Barbara County fire department for their review of new construction projects. Please contact the SBCFD via email at [pe.inquires@countyofsb.org](mailto:pe.inquires@countyofsb.org) or via phone at (805) 681-5523 to determine fee amount. To ensure proposed project meets SBCFD standards please ensure all plans include required items: <https://sbcfire.com/development-standards/>
- TITLE REPORT.** (within one year of application filing date) for property ownership and easement verification. *Real Estate report or market report will not be accepted.*
- GEOTECHNICAL SOILS REPORT.** This is require for all new construction projects over 500 square feet. This is to be completed by a licensed geotechnical engineer.
- STORMWATER CONSTRUCTION/POST STORMWATER PACKET.** This packet is to be completed and signed if adding any new impervious surface created by your proposed construction. Pack can be found here:
- TITLE 24 ENERGY CONSERVATION REQUIREMENTS.** Show compliance with State Title 24 Energy Conservation requirements and reproduce required CF1R forms on plans or separate sheets.
- 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/>
- STRUCTURAL PLAN AND DETAIL.** Either in the plan set or separate sheets, including structural specifications, structural detail, notes, and calculations.

- | Applicant                | City                     |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>COLOR AND MATERIALS SHEETS.</b> For new construction/additions only, provide sheets either separate or in Plan set showing color and materials to be utilized.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>TRUSS CALCULATIONS.</b> If using pre-manufactured truss structures, please include those packages by the manufacture.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PAPER SIZES.</b> 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.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>OTHER SUPPORT DOCUMENTS.</b> Other support documents as required by the California Building Code.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PLANS PREPARED BY LICENSED PROFESSIONAL.</b> Plans shall be prepared by licensed professionals and must be stamped consistent with California Business & Professions Code Sections <a href="#">5537</a> & <a href="#">6737</a> .  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PLANNING ENTITLEMENT/ZONING CLEARANCE.</b> Within the plan set include approved planning entitled or zoning clearance if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EMAIL COMPLETED APPLICATION &amp; PLANS.</b> Email completed application and associated plans <a href="mailto:buildingdept@cityofsolvang.com">buildingdept@cityofsolvang.com</a> . All electronic plans shall be in PDF format. <a href="https://www.cityofsolvang.com/DocumentCenter/View/5327/Solvang-Electronic-Submittal-Handout">https://www.cityofsolvang.com/DocumentCenter/View/5327/Solvang-Electronic-Submittal-Handout</a> |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>PAYMENT OF BUILDING PERMIT FEES.</b> 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.   |

### Cover Sheet / Title Page

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, and phone number of owner, engineer, licensed design professional as appropriate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Address of proposed project with assessor's parcel number, land use designation, and zoning.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A project vicinity map  |
| <input type="checkbox"/> | <input type="checkbox"/> | Project data to include size of lot, size of existing buildings, size of addition and/or remodel  |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete description of the scope of work.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of fire sprinklers  |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction type   |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a Building Code Modification Application if seeking a modification to building code standards.  |

### CODE ANALYSIS: Based on the current California Building Codes

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Occupancy group classification, and if it is a mixed occupancy building, indicate if it is to be a separated or non-separated structure. |
|--------------------------|--------------------------|--|

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|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Occupant load calculations and a means of egress plan for all occupied portions of the building.                        |
| <input type="checkbox"/> | <input type="checkbox"/> An opening protection calculation sheet. This is for all openings on exterior walls less than 20' from a property line. |
| <input type="checkbox"/> | <input type="checkbox"/> 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 of any proposed drainage facilities (refer to [Solvang Municipal Code Title 14](#))
- Location and heights of all existing and proposed walls and fences
- Circulation and access for pedestrians and vehicles
- Location of trash enclosures
- Location of parking areas, dimensioned, including any required ADA accessibility
- Location of existing landscape areas, including diameter breast height (DBH) of all existing trees. Include species and type.
- On a separate sheet, Disabled access information must include parking details on the site plan showing size and location of required accessible parking spaces and loading areas. Show the primary path of travel to the primary entrance and/or specific area of remodel, repair, or addition.

**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.
- Indicate solid portions of walls with shading
- 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).**
- 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.

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| <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:

- 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.
- Elevation drawings from each side of the building or addition. Show building height, roof pitch, exterior wall covering materials, roofing materials, and surrounding grade.
- Elevations labeled in each direction: north, south, east, and west.
- Plans shall include the calculations determining the average natural grade for the property, including the locations and elevations of the natural grade elevation points around the perimeter of the building footprint (Solvang Municipal Code Section 11-11-6). Include source of natural grade data.
- For new structures, a note on the plans that state: "At the time of required roof framing inspection, a height certification letter shall be provided by the applicant's civil engineer or licensed land surveyor." (Solvang Municipal Code Section 11-11-6).
- Exterior mechanical equipment and proposals for screening, including transformers, meter boxes, and backflow devices, etc.

#### Plumbing Sheets: Must be included and show the following:

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

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<input type="checkbox"/>	<input type="checkbox"/>	Mechanical sheets must show and describe all HVAC equipment. Include size and details of support for equipment and ducting.
<input type="checkbox"/>	<input type="checkbox"/>	Show location for all existing and new supply & return air registers and all required smoke/fire dampers.
<input type="checkbox"/>	<input type="checkbox"/>	Provide complete cross sectional drawings, specifications, and calculations for new commercial hoods
<input type="checkbox"/>	<input type="checkbox"/>	Include floor-ceiling and roof equipment plan.
<input type="checkbox"/>	<input type="checkbox"/>	Note. Fire suppression systems for hoods shall be under separate permit and should not be included in the original submittal.

#### 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
- Fire alarm systems shall be under separate permit and should not be included in the original submittal.
- If the Energy Compliance requires solar PV, provide all specifications for the PV system and make them a part of the set of plans or place a note stating "PV system to be submitted under separate permit".

#### Civil Plans/Utilities: Must be included and show the following:

- Show existing topography and any significant vegetation (indicate size and type).
- Provide property lines with scale or dimensions
- Source of topographic information - must be tied to California NAD 83 coordinate system
- Show all proposed grading, provide estimated amounts of cut and fill.
- Show all proposed drainage basins and calculate storage volume. Provide calculation indicating on-site retention complies with [Solvang Municipal Code Title 14](#).
- Outline of all proposed structures, driveways, walkways, fencing, etc.
- North arrow (with plan oriented so north points to top of sheet) and scale.
- Show grades and structures within 10 feet of property boundary.
- Show any public improvements on a separate sheet labeled "public improvements" with a note stating that "an encroachment permit shall be required."

#### Landscaping Plans: Must be included and show the following:

- Irrigation plans and details
- Location of all proposed new landscaping. Include number and list of new plant species.

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      All required elements of the model efficient landscape ordinance applicable to the proposed project: <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>