



City of Claremont Building Division

Commercial Submittal Checklist

Three (3) complete sets of plans are required, *including but not limited to the following.*

***All plans must be drawn to scale and be fully dimensioned.**

- Address of Subject Property**
- Site Plan** – Show building location (vicinity map) on site, adjacent streets, entrance and disabled access parking.
- Occupancy** – Indicate type of proposed occupancy and indicate type of construction.
- Floor Plan** – Show overall floor plan of building and indicate use(s) of adjacent tenant spaces, side yards and parking areas. Show all door and window sizes and locations. Provide system of egress pursuant to the 2010 California Building Code, Chapter 10.
- Structural Plans** – Include foundation, framing, roof plans, and details. Two sets must be wet signed.
- Electrical Plans** – Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations.
- Accessibility Compliance** – Show disabled access requirements. Show accessible path of travel from public sidewalk and parking space to tenant space. Path of travel features include the entrance, restrooms, drinking fountains and public telephones serving the area, as required by the California Building Code, Chapter 11.
- Reflected Ceiling Plan**
- Doors** – show all door locations, sizes, fire rating (if applicable), direction of swing, door hardware and type and location of exit signage.
- Plumbing** – Provide plumbing plans.
- Mechanical** – Provide mechanical drawings showing location of proposed registers, location of HVAC equipment and duct locations and size. For roof mounted equipment, provide a roof plan with structural calculations to show that the roof is capable of supporting the proposed equipment.
- Energy Compliance Forms** – Provide Title 24 Energy Calculations involving conditioned space and lighting. Required forms include calculations for the envelope, lighting and mechanical. Energy forms are required for the addition of new lights.
- Soils Report** – Two sets.
- Fire Department** – *2 sets of wet stamped (red), approved* plans required when Fire Department approval is required. Applicant contacts the Fire Department directly. Contact the Building Division if clarification is needed.
- Health Department** – *2 sets of original stamped, approved (no copies)* Health Dept plans when required.
- In Addition:**
 - **Please see the Planning Division for zoning criteria**
 - **Please see the Engineering Division for grading requirements.**