



SUBMITTAL INFORMATION AND REQUIREMENTS BUILDING DIVISION

COMMERCIAL / INDUSTRIAL STRUCTURES

Background: A Building Permit is required for the construction of or addition to any commercial or industrial structure located in the City of Lake Elsinore. The issuance of Building Permit helps assure that the structure is designed to meet the City's Building Code Requirements.

The following requirements provide general guidelines as to the necessary information that will be needed by the City to complete our review of your proposal. Once this information is submitted, additional material (s) may be required by City Staff to ensure the project complies with local, state and federal requirements. This review will be conducted through a procedure known as Building Plan Check.

Submittal Check List

1. Completed Application Form
2. Plan Check Fees for the Building department
3. Three sets of plans drawn to scale and fully dimensioned, indicating all of the information described below. All plans shall be stapled together in sets and in the order described below. These sets shall be on minimum 18" x 24" paper.
 - a. Information
 - 1) Wet Sign of all Documents by Document Maker
 - 2) Name, Title, Address, Phone Number of Design Professional.
 - 3) Address of Property and Name, Mailing Address and Phone Number of the Property Owner.
 - 4) Cover Sheet Information :
 - a) Applicable Codes and Editions
 - b) Description and Type of Work
 - c) Occupancy and Type of Construction
 - d) Gross Area, by Floor and Building Height
 - e) Index of Drawing
 - f) List Conditions of Approval from Design Review
 - b. Plot Plan
 - 1) Lot Dimension
 - 2) Building Footprint with all Projections and Dimensions to all Property Lines.
 - 3) North Arrow
 - 4) Easements
 - 5) Parking Layout and Driveways

- c. Architectural and Structural Plans
 - 1) Foundation Plan
 - 2) Floor and Roof Framing Plans
 - 3) Architectural Floor Plans (Assembly Seating Plan)
 - 4) Exterior Elevations
 - 5) Structural Material Specification
 - 6) Structural and Architectural Details (see e.)
 - 7) Truss Configuration and Location (see 4-c)
 - 8) Reflected Ceiling Plans
 - 9) Typical Cross Section in Each Direction
 - 10) Calculations and Details for racks over 8 feet
 - 11) Path of travel to exits
 - 12) Path of travel to the Main Entrance for the Disabled

- d. HVAC, Plumbing and Electrical Plan
 - 1) Plumbing Fixtures and Single Line Schematic with Pipe Size Calculation
 - 2) Location of HVAC Equipment, Duct Location, and Layout of Fire Dampers
 - 3) Outlets, Fixtures, Switches, Service Panels, with Size and Ground, Subpanels, with Size and Ground, Load Calculations

- e. Structural and Architectural Detail
 - 1) Window: Head, Jamb and Sill
 - 2) Exterior Door: Head, Jamb and Sill
 - 3) Flashing: Vertical Junctures of Materials
 - 4) Footings, Pier and Grade Beams
 - 5) Post and Girder Intersections
 - 6) Roof: Eaves, Overhangs, Rake and Gables
 - 7) Floor Changes (i.e. Slab to Wood Frame)
 - 8) Handrails, Guardrails and Support Details
 - 9) Structural Section with Detail from Foundation to Roof
 - 10) Details of all Fire Rated Assemblies, including Flame Spread of Materials
 - 11) Section of Fire Rated Corridor
 - 12) Scale of all Drawings

- 4. Two sets of Calculations. These sets must be Wet Stamped and Signed by the Engineer of Record.
 - a. Title 24 Energy Calculations and Form CF-1 (Form CF-1 printed on Drawings)
 - b. Structural Calculations
 - c. Prefab Truss Calculations
 - 1) Roof Framing Plan with Truss ID Number
 - 2) Detail of all Truss Splices, Connections and Plate Sizes
 - 3) Show all Trusses, Gable Bracing and Bridging
 - 4) Review by Individual Responsible for Design

5. Other Documents
 - a. Soils Report
 - b. Hazardous Materials Declaration
6. Grading and Drainage Plans - Submitted to the City of Lake Elsinore's Engineering Division.
7. Landscaping Plan - Submitted to the City of Lake Elsinore's Planning Division.

Please feel free to discuss any of these requirements further with a Staff Member.