



SUTTER COUNTY

DEVELOPMENT SERVICES DEPARTMENT

Building Inspection
Code Enforcement

Engineering/Water Resources
Environmental Health

Planning
Road Maintenance

Submittal Checklist for Tenant Improvement

Design Criteria:

- ◆ 2019 Editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC, Fire (CFC), Green Building Standards (CGBSC), Energy Codes Standards (Title 24), Administrative Code and Health and Safety Codes.

Building Plan Criteria: **2 sets of plans required for submittal**

- ◆ Drawing sizes for the permit set of plans shall be a **minimum of 11"x17" to a maximum of 36"x42"** and all pages shall be the same size. Plans must be clear and legible. **Illegible plans will not be accepted.**
- ◆ **Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign.**
- ◆ **Cover sheet of supporting documents must be wet-signed.**

Mandatory requirements on cover sheet of plans: **All items in red must be on plan submittal.**

- ◆ **Property address**
- ◆ **Assessor's Parcel Number (APN)**
- ◆ **Owner's name, address, phone number, email**
- ◆ **Contractor's name, address, phone number, email**
- ◆ **Business name, address, phone number, email**
- ◆ **Architect, engineer, and designer information included on cover page**
- ◆ **Sheet index: Description of page and page numbers**
- ◆ **Existing and new floor plan (if applicable), North arrow**
- ◆ **Statement of Use/Occupancy Classification/Code Study**
- ◆ **Type of construction**
- ◆ **Square footage of construction and building dimensions**
- ◆ **Engineer's scale used on the plans**

Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner Builder
- California Licensed Contractor
- Structural Plans Included – stamped and signed by a California Registered Engineer

FOR OFFICE USE ONLY	
<input type="checkbox"/>	Permit application completed in computer
<input type="checkbox"/>	Fire Department
<input type="checkbox"/>	Additional comments: _____

Building Plans:

- Floor framing plan (if raised foundation)
- Existing and new floor plan showing all rooms labeled, windows, and door sizes, etc.
- Roof framing plan with all headers and beam sizes
- Truss calculations – (2) copies if affected by construction
- Complete electrical plans (main service, subpanels, lighting, receptacles, equipment, etc.)
- Locations of plumbing and mechanical fixtures
- Cross sections showing construction details, roof pitch, sizes & spacing of structural members
- Structural plans, details, and calculations – (2) copies
- Title 24 energy calculations – (2) copies (wet-signed)
- Fire sprinkler plans – (2) sets with (2) sets of hydraulic calculations (separate permit required)
- Plans and documents are clear & legible with permanent ink (No blueprints accepted due to scanning documents)

DISABLED ACCESS – Show how the tenant space complies with disabled access requirements in Ch. 11B of the 2019 CBC.

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may review the plans before permits can be issued.

Sutter County Staff: _____

Date: _____