



## Commercial Plan Submittal Checklist

(Updated: January 16, 2024)

The following is a comprehensive list of plans and documents required for building permit review. Applicants are required to submit plans and applications directly to the Building Inspection Division. All plans must be submitted electronically through our [website](#). For any questions about a particular project, please consult with the Building Inspection Division between the hours of 8:00a.m. to 5:00 p.m., Monday through Thursday and every other Friday via email at [building.inspection@newark.org](mailto:building.inspection@newark.org) or 510-578-4261. All plan review fees are due at the time of the initial plan review submittal. All Development Fees, Permit Fees and School Impact Fees must be paid at or prior to permit issuance.

Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at 510-578-4330, or [planning@newark.org](mailto:planning@newark.org).

### SUBMITTAL REQUIREMENTS:

- A **PDF** copy of the plans. Review the Electronic Format Requirements on our [website](#).
- A **PDF** copy of the following documents (when required):
  - Structural Calculations – *both wet stamped and signed*
  - Energy Calculations (Title 24) - *both wet stamped and signed*
  - Truss Calculations Floor/Roof - *both wet stamped and signed*
  - Soils Report - *both wet stamped and signed*
  - Specifications, if any submitted
- **Other Documents:** A **PDF** copy of each of the following documents:
  - School Impact Fees - *Provide receipt of NUSD fees for all New Construction and Additions over 500 square feet. Fees must be paid prior to building permit issuance.*
- **Deferred Documents:** A **PDF** copy of each of the following documents (*please note, deferred items are not to be installed until approved by all City Departments and Divisions as required*):
  - Automatic Fire Sprinklers – *New construction and additions when the existing has fire sprinklers*
  - Fire Alarm – *New construction and additions when the existing building has fire alarms*
  - Roof Truss Design and Calculations – *Approval by the engineer of record stamped on the plans or letter*
  - Any other items as allowed by the Chief Building Official



## BELOW ARE COMMON ITEMS NEEDED FOR PLAN CHECK SUBMITTAL:

- A. **Conditions of Approval:** If applicable, a letter responding to each of the listed conditions of approval from the Planning Division permit, if applicable (Conditional Use Permit, Special Design Permit, Planned Unit Development, Variance, etc.)
- B. **Cover Sheet:** Provide project address and Assessor's Parcel Number, legal property owner's name, address and phone number, scope of work, location map, type of construction, zoning designation, square footage, lot size, occupancy classification(s), lot coverage area calculations (existing & proposed), applicable codes, complete sheet index, name and type of design professional, plan date/revision date/s, symbol legend, abbreviations, general notes, scale/dimensions.
- C. **Architectural Plans:** Site/Plot plan, existing construction, demolition plan, new construction, floor plans, exiting plans, door schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, roof plan, cross sections, accessory elements, color, and materials board.
- D. **Foundation Plan:** Foundations shall match the existing construction for additions.
- E. **Structural Plans:** Show floor framing plan, roof framing plan, framing system, foundation, and structural details.
- F. **Mechanical Plans:** Show ducting, fire dampers, SFD's, cook hoods, chemical hoods, HVAC equipment, CFM/BTU and LFL calculations. Cal-Green required Heating & Cooling Systems to be designed.
- G. **Electrical Plans:** Show the location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, Gensets, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding.
- H. **Plumbing Plans:** Locations of plumbing fixtures, listing all required dimensions; Provide isometric plans for waste/vent, type of piping material, gas lines, water lines, Fixture counts, show location of boilers, water heaters with BTU rating.
- I. **Detail Sheets:** Window schedule detailing egress, safety glazing, skylight approved listing numbers; door schedule listing sizes and types; framing and foundation details, roof: eaves, overhangs, rakes and gables; handrails, guardrails and support details; stairway rise and run, framing, attachment; fire resistive construction (wall, eave, underfloor).
- J. **Energy Calculations:** PCF-1R and MF-1R forms completed, signed and printed on plans; CF-GR and Insulation certificate attached to plans; performance analysis: Provide signed energy forms with calculations on a plan sheet for alteration, addition of shell lighting, and interior/exterior mechanical systems.
- K. **Civil Plans:** Show all site work, grading, storm drainage, and utilities, north arrow, aerial view, building footprint & roofline, dimensions between buildings, full parcel/lot dimensions property lines, street names, setbacks, recorded easements and visible utilities, existing and proposed grading plans & site improvements (paved areas, walkways, etc); pad elevations, ground slope drainage, utility locations (water, sewer & dry utilities and point of connection).
- L. **Storm Water Pollution Prevention Plan:** Refer to the Engineering Department for submittal requirements. <https://www.newark.org/departments/public-works/engineering-division/stormwater-program>
- M. **Landscape Plans, Details and Tree Protection:** Refer to the Landscape Architecture Division for submittal requirements. <https://www.newark.org/departments/public-works/engineering-division>
- N. **Waste Management Plan:** Required for all commercial projects. Refer to Green Halo Systems for Compliance. [www.newark.wastetracking.com](http://www.newark.wastetracking.com)
- O. **California Green Building Code with Check List on plans:** Denote where on the plans all mandatory requirements are met.
- P. **Hazardous Materials List:** Quantities, MSDS sheets with an explanation of process
- Q. **Alameda County Department of Environmental Health Approval:** For pools, spas, and food service facilities.

