



## City of Scotts Valley

One Civic Center Drive, Scotts Valley, CA 95066

Building Dept. 440-5640 Planning Dept. 440-5630 Fax: 438-2793

### Minimum Plan Submittal Requirements:

#### Commercial / Industrial Tenant

#### Improvements

The following are the minimum submittal requirements. After review of your project the City and/or other commenting agencies may require more information.

1. A minimum of three (3) sets of complete plans shall be submitted; partially completed plans will not be accepted.
2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies, fully dimensioned and drawn to scale (minimum 1/8"=1' scale, 1/4" =1' scale recommended).
4. All plans submitted must be signed by the person responsible for their preparation. When required, plans must be "wet" stamped and signed, original signature only, by a licensed architect or engineer registered in the state of California.
5. A fully dimensioned Site Plan which contains the following information is required when there is any exterior or roof top changes or additions, or when occupancy or use are proposed to change.
  - Project address including suite number, and Assessors Parcel Number
  - Include the name, address, and phone number for owner and person responsible for the preparation of the plans.
  - All easements and restricted areas with dimensions
  - Lot area
  - For additional square footage, landscaping, floor area ratio, and lot coverage tabulations in both square feet and as a percent (%) of the lot
  - North arrow
  - All structure-to-property line setback dimensions (existing and proposed)
  - Location of all property lines
  - Street name(s) for all adjacent streets, and street center lines for commercial projects
  - Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces. Contact the Planning Department for this information.
  - Grade elevations at property line corners, at driveways, and at garage floor, for possible ADA requirements.
  - Show all proposed and existing utility meters, public sewer connections, sump pumps, back flow devices, and fire hydrant locations.
  - Locations of all buildings / structures on adjacent property within 10 feet of property line.
  - Location and dimensions of all walks, driveways and hard scape for possible ADA requirements.
  - Show the location of top or toe of any slope on property for possible ADA requirements.
6. General Notes shall be included on the plans to address all construction requirements. The general notes shall include information which addresses the following:
  - If fire sprinklers are to be provided.
  - Occupancy classification, and use.
  - Type of construction.
  - The codes and their editions applicable to the project.
  - Allowable area analysis may be required depending on occupancy type. Contact the Building Department for this information.
  - Building material specifications and any exterior colors.
7. Separate Permits may be required for any of the following:
  - Retaining walls
  - Grading
  - Site improvements such as pools, fountains, etc.
  - Demolition
  - Fences

8. Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and window. The floor plans shall identify all existing and new construction.
9. Fully dimensioned details indicating compliance with disabled access requirements, including:
  - Disabled parking spaces
  - Paths of travel from disabled parking spaces to building entrance
  - Building entrance and paths of travel within the building
  - Disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.
10. If Structural work is proposed, dimensioned structural plans shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for;
  - All critical connections
  - All construction assemblies
  - Size, location and embedment depth of all anchor bolts, including bolts required for hold-down devices.
  - Concrete reinforcement details, including the size, spacing, location and number of reinforcing bars
  - All lateral force-resisting elements, including shear wall schedules, diaphragm construction specifications, and construction details for steel frame elements.
  - For prefabricated trusses, plans must indicate type of truss and connection details at time of submittal.
11. Complete structural calculations shall be provided to substantiate the structural plans if deviating from the conventional construction provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be "wet" stamped and signed, original signatures only, by a licensed engineer or architect registered in the state of California.
12. Two sets of signed Certificate of Compliance shall be included to verify energy conservation compliance as required per Part 6 and Division 3 of the Business and Professions Code.
13. If any tenant improvement proposes exterior modifications such as new windows or doors, the Planning Department will require elevations showing the changes on the affected sides of the building.