



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:

Mechanical, Electrical, & Plumbing Permits

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

1. Two (2) sets of complete plans showing all new work 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, including complete fixture counts.
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. General notes shall be included on the plans to address all mechanical, electrical, and/or plumbing requirements, and to identify equipment specifications.
5. General notes and details, which do not apply to the proposed construction project, shall not be included on the plans.
6. The location of all, mechanical and/or plumbing equipment and any main service panels or sub-panels, associated with new buildings or additions, shall be accurately identified on the building plans. Installation of equipment in existing buildings shall be in the same location as the original equipment, or the location of such equipment must be approved by the Planning and Building Departments.

SUPPLEMENTAL MECHANICAL PLAN SUBMITTAL REQUIREMENTS

1. All new and replacement roof top equipment shall require a building permit and shall require structural calculations to verify that the building roof framing elements can support the weight of the proposed mechanical equipment.
2. Roof top equipment submittals must include the design and specifications for the unit(s) being installed.
3. A roof top plan must be submitted for any new or change of equipment, and shall include required screening for the Planning Department review and approval.

SUPPLEMENTAL ELECTRICAL PLAN SUBMITTAL REQUIREMENTS

1. Identify the size (ampere rating), voltage, and type (single phase or three phase) of the new or increased electric service.
2. Load calculations must be included in electrical plans for all commercial/industrial projects and must be prepared by a State of California licensed electrical engineer or State licensed as an Electrical Contractor provided said Electrical Contractor performs the installation.
3. Electrical system single line diagrams must be included in electrical plans for all commercial/industrial projects and must be prepared by a State of California licensed Electrical Engineer or State licensed as an Electrical Contractor provided said Electrical Contractor performs the installation.
4. Load calculations must be prepared for all electric services greater than 200 amperes and must be prepared by a State of California licensed Electrical Engineer or State licensed as an Electrical Contractor provided said Electrical Contractor performs the installation.
5. If a new, relocated or upgraded electric service is required, applicants must contact the local utility company at (831) 479-3060 for approval of meter location and the available short circuit current information.

SUPPLEMENTAL PLUMBING PLAN SUBMITTAL REQUIREMENTS

1. Identify the size of the water service.
2. Identify the size of the fire sprinkler service (if applicable).
3. A backflow prevention device is required at the water meter.
4. Show all existing and new sewer connections.
5. Show existing and new natural gas supply.