



**City of Walnut Creek**  
**Development Review Services**  
1666 N. Main Street, Walnut Creek, CA 94596  
(925) 943-5834 phone (925) 256-3500 fax

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***Submittal Requirements for Commercial Alterations (Not Including Additions)***

General Information

Design Review is required for all exterior remodeling of commercial buildings. Contact the Planning Division for Design Review information. Design Review is required by the municipal code and is required to be completed prior to submitting an application for building permit. In some cases Design Review and building plan check can be performed concurrently. Planning and Building Division staff can be contacted to discuss this.

Required Plans

Plans must be signed and stamped by a California registered architect or engineer, unless specifically exempted under the California Business and Professions Code. An architect or engineer will not be required where the proposed work does not involve life-safety element, as determined by the Building Official.

Refer to the City of Walnut Creek Permits website for current codes.

1. Code Analysis Summary
  - Construction type
  - Occupancy group(s) by room and area
  - Whether building is fully sprinklered
  - Tenant area and overall building area in square feet
  - Occupant load summary
  - Egress evaluation for all rooms and areas in accordance with CBC, Chapter 10 including exit separation, common path of egress travel distance and exit access travel distance.
  - For changes in occupancy group, full evaluation of the effect of the occupancy change on the building as a whole (allowable height and area, location on property, construction type,, fire-resistance ratings, etc).
2. Plot Plan
  - Building footprint
  - Property lines
  - Dimensioned set backs
  - North arrow
  - Parking including accessible parking location and path of travel to area of alteration. References to blow-up details for these items.
3. Architectural Plans
  - Demolition plan
  - Proposed floor plan
  - Reflected ceiling plan
  - Finish plan
  - Roof plan (if penetrations through roof or roof mounted systems are proposed)
  - Exterior elevations (if exterior work is proposed)
  - Wall framing details
  - Ceiling framing details
4. Disabled Access Compliance Plans

- Details showing all proposed work complies with the accessibility requirements of CBC, Chapter 11B
- Completed City of Walnut Creek Accessibility Compliance Declaration Form for Existing Buildings included in the plan set. Please see the City of Walnut Creek website for additional information.
- Plans and details showing all proposed and existing work necessary to fully comply with the requirements of CBC, Section 11B-202.4 for alterations to existing buildings. Please see the City of Walnut Creek Permits website for additional information.
- City of Walnut Creek Accessibility Unreasonable Hardship Application if applicable. Please see the City of Walnut Creek Permits website for additional information.

5. Structural Plans\*

6. Mechanical Plans\*

7. Electrical Plans\*

8. Plumbing Plans\*

9. CalGreen Code Checklist\*

- City of Walnut Creek Non-Residential CalGreen Code Checklist included in the plan set. Please see the City of Walnut Creek Permits website for additional information.

10. Title 24 Energy Compliance Documentation\*

- Forms or calculations, signed and dated and included in the plan set.

\* If required by the scope of work

#### Required Calculations

1. Structural Calculations\*
2. Manufactured Truss Calculations\*

\* If required by the scope of work

#### Special Inspection

If special inspection is required by the scope of work, a completed and signed City of Walnut Creek Special Inspection and Observation Program is required prior to permit issuance. A special inspection final affidavit is required prior to permit final. Please see the City of Walnut Creek Permits website for additional information.

#### Waste Management Program

A Construction and Demolition Debris Recycling Plan may be required. Please see the City of Walnut Creek Permits website for additional information. If applicable, a completed Waste Management Plan must be submitted and approved prior to permit issuance. A final waste management report is required prior to permit final.

#### Outside Agency Approvals

Outside agency approval is required from the following agencies prior to permit issuance.

- Contra Costa County Fire Protection District
- Central Costa County Sanitary District\*
- Contra Costa County Environmental Health\*

\* If required by the scope of work

#### Contractor's Bid

A signed contractor's bid is required prior to permit issuance.

City of Walnut Creek, Building Division, 1666 N. Main St., Walnut Creek, CA 94596  
(925) 943-5834 Phone (925) 256-3500 Fax  
Email address: [Buildingtech@walnut-creek.org](mailto:Buildingtech@walnut-creek.org)