



City of Walnut Creek
Development Review Services
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Submittal Requirements for New Commercial Buildings, Commercial additions, New Townhomes, Multi-Family Buildings, and Mixed-used Buildings

General Information

1. Design Review

- Design Review is required for all new, and additions to, commercial buildings. Contact the Planning Division for Design Review application 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.

2. Building Permit Submittal Requirements

- Provide a complete building code analysis summary. This is an essential step in the design process. Provide "cartoon" drawings, tabular summaries, sketches, details, calculations, and cartoon drawing notes to show how the building meets current building code. To be considered complete, the following items must be included in the code analysis summary:
 - The cartoon drawings are used to organize the code analysis. These are referred to as cartoon drawings to distinguish them from the architectural floor plans in the construction documents. The cartoon drawings must be the focal point of the code analysis information. All tabular summaries, sketches, details, calculations, and cartoon drawing notes must be referenced on or from the cartoon drawings.
 - The cartoon drawings are required to show plan views of each floor level and typical building cross sections.
 - On the cartoon drawing, specify the construction type for the building as a whole, whether the building is fully sprinklered, and the occupancy group(s). Where a building will be treated as one or more separate construction types, identify clearly on the cartoon drawings on each floor plan all area separation walls and their fire-rating and clearly label the construction type of each separate "building" and whether they are sprinklered. Indicate required fire rating for all openings into the area separation walls and evaluate allowable opening percentage.
 - Identify on a floor-by-floor basis the expected or proposed use(s) and IBC occupancy group(s) associated with each room or area. Identify on the cartoon drawings all required occupancy separation walls and their rating.
 - Provide calculations for allowable floor areas for each floor level and for the building as a whole. Incorporate allowable increases from clear yards and sprinkler increases into the calculations. Provide sum-of-ratio analysis for allowable areas where the building contains mixed occupancy groups.
 - Include exterior grade elevations on cartoon plan and building sections sufficient to evaluate height-of-building reference datum. Provide building height calculations and summarize actual and allowed heights.
 - Identify on the cartoon drawing all real and assumed property lines. Evaluate location-on-property issues from the real and assumed property lines. Provide building sections to clarify wall and projection dimensions relative to real and assumed property lines. Identify on the cartoon drawings required fire rating of exterior walls, protection of openings, and maximum percentage of openings allowed. Evaluate construction and rating requirements for elements of the building projecting into areas where protected openings are required and no openings are allowed. Evaluate fire-resistive rating requirements for the projecting elements and provide design with specific listings for their assemblies when fire-resistive rating is required.
 - Summarize fire resistive rating requirements for bearing walls on the interior and exterior, nonbearing walls on the exterior, structural frame, permanent partitions, shaft enclosures, floors and floor ceilings, exterior doors and windows, and stairways construction.
 - Provide references and details on the architectural plans for listed assemblies for all required fire-rated assemblies, such as for the elements of the structural system, walls, floors, roofs, shafts, corridor walls and ceilings, horizontal exit walls, occupancy separation walls, exterior walls and architectural projections, and for through- and membrane-penetration fire stops.

- Calculate occupant loads on a room-by-room and area basis. Calculate required exit widths from rooms and areas. Check exit separation from rooms and areas. Evaluate required exit width for each floor level. Document required and provided travel distances for exit paths.
- Summarize the building's overall area by construction types and occupancy groups.
- The complete code analysis must be submitted with the permit application and integrated into the construction drawings. Typically, separate full-size sheets are used to document the code analysis for the building.
- Stamps and Signatures by Registered Professionals
- Plans must be signed and stamped by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code.
- Submit three sets of plans and two sets of all other documents. One set of the plans will be sent to the County Assessor's Office and one set will be issued to the owner or contractor, or an agent for the owner or contractor, to be kept at the job site.

Responsibilities of Architect and/or Engineer of Record

- Where a portion of the design (structural or architectural) is performed by someone other than the Architect or Engineer of Record, then that portion of the design shall be reviewed by the Architect or Engineer of Record for the project as a whole prior to submitting to the Building Division for review. The Architect or Engineer of Record's signed shop-drawing review stamp on the sub-architect's or sub-engineers' design documents is a normal and recommended way of documenting the Architect or Engineer of Record's review and approval. In all cases, the sub-architect or sub-engineer must sign and stamp his or her own documents per the California Business and Professions Code. Common examples of sub-engineering work are design of pre-manufactured trusses, post-tension foundation systems, and steel stair design. An example of sub-architectural work might be where the Architect of Record must incorporate into the building design a tenant element that is designed by a tenant architect.

Required Drawings

1. Site Plans and Civil Plans
 - Building footprint
 - Real property lines
 - Assumed property lines (per CBC)
 - Setbacks and dimensions
 - Clear yard dimensions
 - North arrow
 - Parking layout and accessible parking locations
 - Contour elevations
 - Location, trunk size, drip line and common name for all trees regulated by City Ordinance
 - Location of any private septic tank and associated leach field relative to property lines.
2. Architectural Plans
 - Code analysis
 - Demolition plans if existing structures occupy site (separate permit required)
 - Floor plans
 - Exterior elevations
 - Roof plan
 - Complete building sections
 - Reflected ceiling plans
 - Finish and furniture Layout plans
 - Complete architectural details
 - Complete fire rated assembly details
 - Complete disabled access details
3. Structural Plans
 - Foundation
 - Floor framing plans
 - Roof framing plans
 - Structural details and sections
 - Structural notes and material specifications
 - Summary of special inspection requirements per CBC
 - Structural observation requirements per CBC and/or by designer

4. Mechanical Plans
 - Identify all fire dampers
 - Show combustion air
 - Demonstrate how roof top units are to be screened from view
 - Mechanical specifications
5. Electrical Plans
 - Wiring diagrams
 - Load calculations
 - Lighting layout
 - Electrical specifications
6. Plumbing Plans
 - Water
 - Gas
 - Sewer
 - Plumbing specifications
 - Sizing calculations
7. Energy Compliance Sheet
 - ENV, MECH, LTG documents completed, signed and dated, are to be placed on the energy compliance sheets. Refer to the bottom of each form for what sheets are required to be part of the plans.
8. Green Building Standard Sheet (Mandatory Measures)

Required Calculations

1. Title 24 Energy calculations and documentation
 - ENV, MECH, and LTG forms completed and signed. Incorporate into Title 24 Compliance drawings.
 - Submit all worksheets and related documents
 - Submit complete computer input and output documents
2. Structural Calculations
 - Calculations must completely analyze the building for vertical and lateral loads.
3. Manufactured Trusses

Other Documents

1. Soils Report

Waste Management Program

A Construction and Demolition Debris Recycling Plan may be required. Please see the City of Walnut Creek website for applicable projects and additional information: <http://www.walnut-creek.org/departments-services/community-and-economic-development/building-division/waste-management>

If applicable, a completed Waste Management Plan must be submitted and approved by the City before permit issuance. A final waste management report is required prior to final of a permit.

Codes

Refer to the City of Walnut Creek's Building Division website for the current codes: <https://www.walnut-creek.org/departments/community-development-department/permits-and-inspections/building-permits/building-codes>