



City of Walnut Creek
Development Review Services
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Submittal Requirements for Phased “Foundation-Only” Permits

Background

Occasionally, building permit applicants request a “foundation-only” permit in order to phase work on a large project and begin construction on the foundation before the design of the above-ground portions of the building are complete.

The Building Division welcomes such phased projects, provided that the submittals are adequate to allow a phased plan review and that the project design review and site development permit application processes are sufficiently completed to get an “okay-to-proceed” from both the planning department and the current engineering department.

This submittal checklist is intended as a guide for owners or designers of such projects. The submittal requirements are intended to provide the Building Division and other City Departments and Divisions who have review authority over such projects with sufficient information to allow an adequate review and approval in a phased manner.

It is important to note that there are some negative aspects to phasing projects:

- Separate permits are required for each phase. Each phase will require separate plans and associated documentation for review, approval, and permitting. This often requires duplication of plans for each phase.
- Each phased permit will require separate permit fees based upon the valuation of the phased work. Therefore, the total permit costs for a phased project will be more than the permit costs for a non-phased project.
- The owner must assume all risks associated with phasing of the project. If an issue with a subsequent phase of the project affects an earlier phase, the owner must modify the earlier phase to mitigate the issue before proceeding.

Below are specific submittal requirements for the foundation-only permit application:

General Information

1. Provide a complete structural analysis and design of the foundation level to be constructed. This will require a certain amount of information on the superstructure. The submittal must contain sufficient information that loads from the structure above can be evaluated and independently checked. The loads from the structure above will be used as inputs to the design of the lower level/ foundation portion.
2. Provide sufficient architectural and structural plans of the structure above the foundation so that the structural system type, load paths, and weights can be independently evaluated and checked.

3. Provide a Building Code analysis summary for the entire building, including below- and above-ground portions, so that an overall assessment of the building may be made before foundation work begins.
 - Indicate Construction Type(s)
 - Indicate Occupancy Group(s) by floor, room and area
 - Indicate whether building is fully sprinklered
 - Provide building area summaries on a level-by-level basis and broken down by occupancy group(s) in square foot
 - Provide occupant load summary
 - Overall building area
 - Building height
 - Location on Property Issues
4. Provide sufficient architectural floor plans to evaluate overall means of egress system (Exit Access system, Exits, and Exit Discharge systems) from all parts of the building, including below- and above-ground portions. The City must be reasonably assured that the overall exiting for the building will meet code before allowing the foundation to proceed. In particular, the City will evaluate:
 - Required exit widths
 - Exit separation.
 - Exit travel distance.
 - Use of horizontal exits
 - Use of exit enclosures
 - Use of exit passageways
 - Use of rated corridors
 - Use of exterior exit balconies
 - Use of exit courts
 - Use of exit systems within areas where protected opens are required or openings are not allowed
5. Provide construction drawings for all utilities to be located in or under the foundation level.
6. Provide complete parking layout, fully dimensioned and stripped. Parking must fully address accessibility features.
7. Plans must be signed and stamped by a registered architect or engineer, unless specifically exempted under the California Business and Professions Code.
8. Submit five (5) sets of plans and two sets of all 8-1/2x11 supporting documents (structural calculations, soils reports, Title 24 Energy, etc.).
9. Designer must address accessibility features for the building as a whole so that the City will be reasonably assured that the design provides for adequate parking, garage head-room clearance, path of travel features, and facilities to meet the current California Building Code provisions.
10. If an alternate means or method will be proposed for the project under the California Building Code, then it should be addressed with the Building Division before the plans are submitted for review.

Required Drawings

1. Plot Plan
 - Building footprint
 - Property Lines
 - Set Backs and dimensions of set backs
 - North arrow
2. Civil Drawings
 - Elevation Contours to evaluate building height per California Building Code
3. Architectural Plans
 - Demolition
 - Foundation level(s) floor plan(s)
 - Complete disabled access plans and details for the foundation-level portions.
4. Structural Plans
5. Mechanical Plans for foundation level systems
6. Electrical Plans for foundation level systems
7. Plumbing Plans for foundation level systems

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/citygov/depts/cd/building/waste_management.asp

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.