



City of Walnut Creek
Development Review Services
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Information Bulletin No. IB-017

Submittal Requirements for Commercial Awnings

General Information

1. Design Review is required for all exterior awnings associated with 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 the building permit. In some cases, Design Review and Building Permit review can be performed concurrently. Planning and Building Division staff can be contacted to discuss this.
2. Awnings are regulated by the California Building Code. A building permit is required for all commercial awnings. Here are the basic building code requirements for awnings:
 - **Awning definition** – An architectural projection that provides weather protection, identity, or decoration and is partially or wholly supported by the building to which it is attached. An awning is comprised of a lightweight frame structure over which a covering is attached. (Chapter 2)
 - **Structural Design** – The awning itself and its attachment to the structure must be designed for dead, live, wind and seismic loading in accordance with Chapter 16 of the California Building Code. Awnings of fabric construction supported by a skeleton structure shall be designed for a nonreducible live load of 5psf. Awnings of all other construction shall be designed for a live load of 20psf. (Chapter 16, Table 1607.1, Section 3105.3)
 - **Construction** - Awnings shall have frames of noncombustible material, fire-retardant-treated wood, wood of Type IV size, or 1-hour construction with combustible or noncombustible covers. Structural members shall be protected to prevent deterioration. Awnings shall be fixed, retractable, folding or collapsible. (Section 3105.3)
 - **Covering Material** – Awnings shall be provided with an approved covering that meets the fire propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 or has a flame spread index not greater than 25 when tested in accordance with ASTM E84 or UL 723. All fabrics and all interior decorative fabrics or materials shall be flame resistant in accordance with the provisions set forth in CCR, Title 19, Division 1, Chapter 8. Tops and sidewalls shall be made either from fabric that has been flame resistant treated with an approved exterior chemical process by an approved application concern, or from inherently flame resistant fabric approved and listed by the State Fire Marshall. (Section 3105.4)
 - **Drainage** – Drainage water collected from an awning shall not flow over a public walking surface. (Section 3201.4)
 - **Projection** – Awnings may extend over public right-of-way not more than 7 feet from the face of a supporting building, but no portion shall extend nearer than 2 feet to the face of the nearest curb line measured horizontally. In no case shall the awning extend over the public right-of-way more than two thirds the width of the sidewalk measured from the building. (Section 3202.3.1, City of Walnut Creek Municipal Code)
 - **Clearances** - All portions of the rigid frame of an awning shall be at least 8 feet above any walkway. Loose awning flaps shall be at least 7 feet 6 inches above any walkway. (City of Walnut Creek Municipal Code)
3. An Encroachment Permit from the Engineering Division is required for the construction of any awning that extends into the public right-of-way or where the use of the public right-of-way is required for construction or staging. An Encroachment Permit Agreement is required for any awning that projects over the public right-of-way. Contact Engineering Division staff for further details regarding Encroachment Permits.

Required Drawings

1. Submit 3 sets of the following plans: Plans shall be prepared, stamped and signed by a California licensed architect or engineer.
 - **Plot Plan** – Plan drawn to scale showing the awning location, building footprint, property lines, sidewalks, curb lines, north arrow reference, and horizontal dimensions sufficient to allow verification of the code requirements listed above
 - **Exterior Elevation** – An architectural drawing.
 - **Overall Section** – Section detail through the awning, building, sidewalk and street curb. Provide dimensions sufficient to allow verification of the code requirements listed above.
 - **Frame Construction** – Complete details for the construction of the frame, including all member sizes, material and connections.

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- **Material Listing** – Listing information for awning covering material.
 - **Attachment Details** – Complete details for the connection of the awning frame to the existing building. Include blow-up section and elevation details specifying all connector types, sizes, lengths and embedment. Clearly show what elements of the existing building will be used to support the new awning. Do not use generic drawings for this purpose. Details must show specific fasteners to be used consistent with the structural system of the existing building.
2. Submit 2 sets of structural calculations. Calculations shall be prepared, stamped and signed by a California licensed architect or engineer.