



Community & Economic Development Department

Building Division

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CALIFORNIA BUILDING CODES COMMERCIAL SUBMITTAL CHECKLIST

This checklist must be completed by the applicant prior to submitting plans.

Please review and confirm that all applicable information has been provided to ensure that your project is submitted successfully.

** Non-Residential projects plans shall be complete, stamped and signed by the registered design professional of record. The professional of record shall be a licensed and/or registered Architect or Civil/Structural Engineer. Business and Professional Code, Chapter 3, Division 3. See Article 3, Section 5536 complete and exceptions under Section 5537. Professional Engineers Act, Business and Professional Code, Sections 6700 thru 6799.

Planning 559-675-4821
Building & Fire Safety 559-675-7821

Environmental Health 559-675-7823
Public Works 559-675-7811

Commercial Plan Submission Requirements

2022 CBC, CEC, CPC, CMC, CGBC & CEBC

(CBC appendix Sect. 107.)

The following information where applicable must be included with every building plan submission. Plans will not be accepted for plan check if any of this information is missing.

Owner/Registered Design Professional/Contractor Information

____ Registered design professional responsible for project. Include address (with zip code) and telephone number

____ Architect or engineer acting as a sub-consultant responsible for a portion of the design; including address (with zip code), and telephone number.

____ Owners complete name, current address (with zip code), and telephone number.

____ Builder's complete name, address (with zip code), telephone number, and contractor license number.

____ Stamp and Signature of Registered Design Professional on each sheet,

Occupancy Information

____ Indicate the occupancy type of each area of the new structure per code.

____ Provide occupant load per code by area and type.

____ Provide the actual building height and number of stories above the grade plane.

____ Provide the building areas for each occupancy type of each story of the building.

____ Indicate the construction type of the new structure per code.

- _____ Indicate the occupancy category of the new structure per code.
- _____ Basic Allowable Area Analysis per CBC Sec 503.
- _____ Determine if the building requires a fire sprinkler system per code.
- _____ Provide means of egress analysis. ***

Provide for all buildings (new, remodel or tenant improvement) over 3000 square feet a “Means of Egress” (MOE) analysis and plan shall be a part of the minimum submittal for plan check. The MOE requirement shall consist of the analysis and the graphic representation shown on a separate floor plan or plans (min. 1/16”-1’0”) and a site plan that will show all three parts of the MOE. The plans shall include needed dimensions, exiting features and/or equipment and all routes of travel from the furthest corner of a facility to the public way.

Design Criteria (Required for first sheet)

- _____ Indicate the climate zone for the new structure. 13 or 16 (circle one)
- _____ Indicate the floor and roof live loads for the new structure.
- _____ Indicate the ground snow load per code (Verify on GIS)
- _____ Indicate the wind speed and exposure category per code (85 MPH default min.)
- _____ Indicate design method for wind, i.e.: simple, analytical
- _____ Indicate the soil site class per CBC Sec 1613.5.2 (Class “D” default unless designed otherwise per design professional and soil report).
- _____ Provide the mapped spectral response accelerations SS and S1 per code.
- _____ Provide the spectral response coefficients SDS and SD1 per code.
- _____ Indicate the seismic design category per code response acceleration and for 1-second period response acceleration.
- _____ Indicate design soil bearing pressure per code (1500 PSF default).
- _____ Indicate water and sewer piping materials, i.e.: PEX, CPVC, Copper, Etc..
- _____ Indicate the method of resistance to lateral forces.
 - Show compliance by:
 - Strength Design provisions; or
 - Load and Resistance Factor Design provisions; or
 - Allowable Stress Design provisions; or
 - Conventional Light-Framing requirements of Chapter 23

Design Documents (All documents shall be drawn to scale, i.e.: 1”=10’, 1”=20’, 1/8”=1’0”, 1/4”=1’0”, etc.)

- _____ Official County of Madera 11” x 17” Plot Plan (two sided only)
- _____ 11” x 17” Floor Plan for each floor of proposed building.
- _____ 11” x 17” Exterior Elevations (Show all four elevations including overall height of structure measured from the center of the pad at natural grade to the highest point on the building.)
- _____ Site Plan
- _____ Floor Plan (Including each floor of multi-story structures.)
- _____ All Exterior Elevations (As many views as required to show complete structure.)
- _____ Roof Plan

- _____ Foundation Plan
- _____ Shear Wall or Brace Wall Plan (signed by the architect or engineer if shear wall design).
- _____ Floor Framing Plan
- _____ Ceiling Framing Plan
- _____ Roof Framing Plan
- _____ Building Sections & Details
- _____ Signed Truss Calculations
- _____ Signed Engineering Calculations & Plans
- _____ Electrical Plan, Electrical Load Calculations & Single Line Diagram.
- _____ Plumbing Plan, with Water, Gas and Sewer, Sizes, Lengths & Loads, Single Line Diagrams and Calculations.
- _____ Mechanical Plan
- _____ Signed Title 24 Calculations
- _____ Equipment Information or Special Engineering Plans
- _____ Seismic requirements and engineering (when required)
- _____ Deferred Submittal Items indicted on Cover Sheet of Plans (No structural deferred submittals allowed)
- _____ Accessibility -State/ADA
- _____ Special Inspections on the Cover Sheet of the Plans.
- _____ Grading Plan (Will require a separate grading permit.)
- _____ Plan Check Fee (Cash or Check only)
- _____ Fire Restrictive Walls, Exterior and Interior shall have details and assembly type number UL, Table 7A, etc.
- _____ Submit two (2) sets of construction documents

Date Filed: _____ Permit No.: _____

Plan Checked By: _____ Reviewed By: _____