



# SUTTER COUNTY

## DEVELOPMENT SERVICES DEPARTMENT

Building Inspection  
Code Enforcement

Engineering/Water Resources  
Environmental Health

Planning  
Road Maintenance

### Submittal Checklist for Tenant Improvement

#### Design Criteria:

- ◆ 2022 Editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building Standards (CGBSC), Energy Codes Standards (Title 24), Administrative Code and Health and Safety Codes.

#### Building Plan Criteria: **2 sets of plans required for submittal**

- ◆ Drawing sizes for the permit set of plans shall be a **minimum of 11"x17" to a maximum of 36"x42"** and all pages shall be the same size. Plans must be clear and legible. **Illegible plans will not be accepted.**
- ◆ **Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign.**
- ◆ **Cover sheet of supporting documents must be wet-signed.**

#### Mandatory requirements on cover sheet of plans: All items in **red** must be on plan submittal.

- ◆ **Property address**
- ◆ **Assessor's Parcel Number (APN)**
- ◆ **Owner's name, address, phone number, email**
- ◆ **Contractor's name, address, phone number, email**
- ◆ **Business name, address, phone number, email**
- ◆ **Architect, engineer, and designer information included on cover page**
- ◆ **Sheet index: Description of page and page numbers**
- ◆ **Existing and new floor plan (if applicable), North arrow**
- ◆ **Statement of Use/Occupancy Classification/Code Study**
- ◆ **Type of construction**
- ◆ **Square footage of construction and building dimensions**
- ◆ **Engineer's scale used on the plans**

#### Plans Prepared By:

- ☐ California Registered Architect
- ☐ California Registered Residential Designer
- ☐ Owner Builder
- ☐ California Licensed Contractor
- ☐ Structural Plans Included – stamped and signed by a California Registered Engineer

#### FOR OFFICE USE ONLY

- ☐ Permit application completed in computer
- ☐ Fire Department
- ☐ Additional comments: \_\_\_\_\_

#### Building Plans:

- ☐ Floor framing plan (if raised foundation)
- ☐ Existing and new floor plan showing all rooms labeled, windows, and door sizes, etc.
- ☐ Roof framing plan with all headers and beam sizes
- ☐ Truss calculations – (2) copies if affected by construction
- ☐ Complete electrical plans (main service, subpanels, lighting, receptacles, equipment, etc.)
- ☐ Locations of plumbing and mechanical fixtures
- ☐ Cross sections showing construction details, roof pitch, sizes & spacing of structural members
- ☐ Structural plans, details, and calculations – (2) copies
- ☐ Title 24 energy calculations – (2) copies (wet-signed)
- ☐ Fire sprinkler plans – (2) sets with (2) sets of hydraulic calculations (separate permit required)
- ☐ Plans and documents are clear & legible with permanent ink (No blueprints accepted due to scanning documents)

**DISABLED ACCESS** – Show how the tenant space complies with disabled access requirements in Ch. 11B of the 2019 CBC.

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may review the plans before permits can be issued.

Sutter County Staff: \_\_\_\_\_

Date: \_\_\_\_\_