

COMMERCIAL / INDUSTRIAL SUBMITTAL REQUIREMENTS

APPLY ONLINE, TRACK YOUR STATUS, REQUEST INSPECTION AT WWW.CITYOFRC.US/ACCELERATE

Submit five (5) complete sets of wet signed, dimensioned and scaled drawings, including:

- Site plan - showing streets, adjacent tenants, entrance and disabled access parking.
- Floor plan – show all door and window sizes and locations, label the use of the building.
- Structural plan (including foundation, framing, roof plans, and details).
- Electrical plans - panel schedule, single line diagram, reflected ceiling plan.*
- Mechanical/Plumbing Plans **
- Two sets of wet stamped and signed structural calculations.
- Two sets of soils reports.
- Two sets of energy calculations – Env., Ltg., and/or Mech. (for conditioned space only).
- Hazardous materials questionnaire (available at Building & Safety Counter).
- Disabled Access – ADA Plan.

***Separate plan check submittals may be required for services greater than 400 amps.**

****For new roof mounted equipment, provide a roof plan with structural calculations to show that the existing roof is capable of supporting the proposed equipment.**

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APPROVALS REQUIRED PRIOR TO PERMIT ISSUANCE:

Fire Construction Services, Planning Division, and Engineering Division for all projects.

Cucamonga Valley Water District (CVWD), for any changes or improvements to plumbing facilities. (909) 987-2591

San Bernardino County Environmental Health Services, for food service type of businesses. (909) 387-4608

**USPS – new suite numbers to be approved by the Post Office.

NOTE: A separate grading plan check submittal is required for all new construction projects and for existing building where improvements being proposed will generate 50 cubic yards or more of combined cut and fill. The grading plan shall be prepared, stamped and signed by a California registered Civil Engineer. The Building Official, prior to the issuance of the building permit, must approved the compaction report and pad certification.