

# PLAN SUBMITTAL CHECKLIST NEW COMMERCIAL PROJECTS

CITY OF GRASS VALLEY BUILDING DIVISION (530) 274-4340  
125 E. MAIN STREET, GRASS VALLEY, CA 95945  
BUILDING INSPECTION REQUEST LINE (530) 274-4343  
[www.cityofgrassvalley.com](http://www.cityofgrassvalley.com)



## **Where to Begin:**

All new commercial buildings (entirely new square footage built for the sole purpose of conducting a business) must first be approved through the Development Review Application process. Contact the City Planning Division at (530) 274-4330 with any questions regarding this process.

You will also need to speak to the Engineering/Public Works Department (530) 274-4350 and the Fire Department (530) 274-4370 to discuss any requirements those departments may have regarding your projects. Possible issues include grading permits, sewer hook-ups, fire sprinkler plans, etc.

## **Submittal for Building Permit Plan Review:**

Once the previous items have been addressed, you will need to submit a permit application and plans to the City Building Division. The following are the minimum requirements for plan check submittals for new commercial construction and additions to existing commercial structures. Incomplete submittals will not be accepted and will significantly delay your plan review.

- Completed Building Permit Application for Plan Submittal and payment for plan check fee.
- Four complete sets of plans, two of which must be wet stamped and signed, on minimum 18" x 24" paper. Plans must be prepared by a California licensed architect or engineer, with the appropriate and current license information on each sheet. Plans must include the following:
  1. Site Plan – Provide a north arrow, appropriate scale, parcel and property lines, existing and proposed buildings on the property, setbacks, address, parking, public right of way, topography and accessible paths of travel. List all Building Codes the project is designed under and provide a complete code analysis including allowable area, height, type of construction, and occupancy classification.
  2. Foundation Plan – Show dimensions, footings, framing, holdowns, reinforcement, vapor barrier and all structural requirements.
  3. Floor Plan – Show all floors, all rooms and their use, dimensions, openings, doors and all exits. Show and identify and new features, method of compliance for all accessibility requirements, including dimensions and details.
  4. Exterior Elevations – Show all exterior elevations including all doors, windows, exterior wall finish materials, architectural projections and dimensions.
  5. Reflected Ceiling Plan – Show all ceiling types, light fixtures, air diffusers, emergency lighting and exit signage.
  6. Building Sections – Show a minimum of two building sections that include sufficient detail from the foundation up to the roof with reference to construction details and dimensions.
  7. Construction Details – Show and reference location of all construction details applicable to the project; do not include standard details that do not apply.
  8. Structural – Provide complete structural drawings accompanied by calculations.
  9. Mechanical – Show location of all equipment, method of support, unit model and manufacturer, BTU, efficiency rating, all return/supply air locations and energy calculations
  10. Plumbing – Show and identify all fixtures, water heaters, floor drains, clean-outs, pipe sizes, materials and service locations. Include waste and vent, water supply and gas piping layout with pipe sizing calculations.

11. Electrical – Provide site electrical, power plan, lighting plan and panel schedule. Show and identify all receptacles, lighting, special equipment, conductor sizes, meter location, electric load calculations and a one line diagram.
12. Title 24 Energy Calculations
13. Roof Truss diagrams and calculations
14. Structural Calculations
15. Soils Report
16. Reduced copy of Site Plan and Floor Plan (letter or legal size) – one each

**Plan Review Process:**

Once your project plans have been deemed complete and accepted by the City’s Building Division staff, the plans will be routed to the appropriate City departments—Building, Planning, Engineering and Fire—and reviewed for compliance with applicable code regulations and department standards. When the departments have checked the plans, they will be returned to the Building Division staff, who will notify you of any comments and necessary revisions or corrections to your plans. When all comments and corrections have been adequately addressed, all project conditions met and all applicable fees paid, a Building Permit will be issued for the project and work may commence.

Depending on the number of current plan checks and the complexity of the project, the *estimated* time for City plan review for a new commercial building is 4–12 weeks for initial submittals and 4–6 weeks for resubmittals with revisions/corrections.

If your project involves any hazardous materials, food handling or preparation, or prepackaged foods, it is your responsibility to have the project reviewed by the Nevada County Department of Environmental Health. This can be done prior to or concurrent with the City’s plan review. The county’s EH Department is located at 950 Maidu Avenue, Nevada City, CA 95959. For any questions regarding Environmental Health issues or plan submittal, contact them directly at (530) 265-1222.

**Finaling Your Building Permit:**

At the time of Building Permit issuance, the applicant shall receive a yellow Inspection Card which contains all of the permit information, conditions, and the departments that will need to perform final inspections. Department phone numbers are at the bottom of the inspection card for scheduling inspections. When all conditions have been met and each applicable department and agency has approved the project, the Building Division will conduct a final inspection and the Certificate of Occupancy (required for first time occupancy and/or change of occupancy) will be routed for signatures. Once you receive your copy of the Certificate of Occupancy by mail, the space can be legally occupied. **UNTIL YOU RECEIVE THE OFFICIAL COPY OF THE CERTIFICATE OF OCCUPANCY, THE SPACE CANNOT BE OCCUPIED.**

All Building Division inspections, including the Building Division final, must be requested by calling the **24 Hour Inspection Request Line at (530) 274-4343** BEFORE 7 AM for a same day inspection and leaving ALL of the information requested on the voicemail (Permit #, Project Address, Type of Inspection, Your Name, Date of Inspection, and a Phone # where you can be reached). Other Department inspections must be arranged directly with that Department by calling the corresponding phone number on the inspection card or the corresponding phone number below.

For additional information or specific questions regarding the City of Grass Valley’s building permit process, please contact the Building Division at (530) 274-4340.

**QUICK REFERENCE DEPARTMENT PHONE NUMBERS:**

BUILDING DIVISION	(530) 274-4340	FIRE DEPARTMENT	(530) 274-4370
PLANNING DIVISION	(530) 274-4330	ENGINEERING DEPARTMENT	(530) 274-4373
BUILDING INSPECTION REQUEST LINE	(530) 274-4343	FINANCE DEPARTMENT	(530) 274-4300