



# City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908  
(559) 897-5328

Holly Owen  
Community Development  
Director

AJ O'Connell  
Building Official

Alexander J. Henderson  
City Manager

## COMMERICAL & INDUSTRIAL BUILDING PLAN CHECK SUBMITTAL CHECKLIST

Please take a moment to compare your plan set with this checklist. This form is to assist Building Permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process could be delayed.

The Building Official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of work applied for is such that review of construction documents is not necessary to obtain compliance with the adopted City of Kingsburg Building Codes. Contact the Building Division for more information.

Plan check submittals must conform to the adopted codes of the City of Kingsburg at the time of submittal. Once approved, plans are valid for 12 months from the date of stamp. Any extension requests shall be made in writing to the Building Official.

Check that all items are included:

- **Commercial and Industrial Buildings** – (1) full set of plans and calculations in PDF format. Upon approval of plan check, an additional (1) set of printed plans on minimum 24"x36" size paper to be submitted to the Building Division for record retention purposes. 1<sup>st</sup> submittals may be submitted electronically to [buildingplanning@cityofkingsburg-ca.gov](mailto:buildingplanning@cityofkingsburg-ca.gov).
- **Permit Application Form** – All plan check fees must be paid prior to permit issuance. Please indicate the Site Plan Review number, Planning Commission, or City Council Resolution Number, if applicable.
- **Complete Site Plan** – To scale and dimensioned. Indicate all on-site and off-site improvements, location of all existing and proposed fire hydrants and fire flow calculations per currently adopted *California Fire Code*, location of water and sewer service connections at the city mains and to each building and required yards for building area purposes. Indicate size of structure, distances to all property lines and other existing structures based on boundary line survey and lot coverage calculations. Upon approval, an 11"x17" copy of the site plan shall be submitted to the Building Division for transmittal to the Fresno County Assessor.
- **Landscaping and Irrigation Plans** – Include all required street trees and calculations required for MWELO compliance.
- **Site Plan Review, Conditional Use Permit, Variances, or Planned Development** – Include any and all Conditions of Approval from approving bodies.
- **Reference Civil/On-Site Improvement Plan** – Include proposed grading plan, existing topography, building pad and finished floor elevation, parking lot grades, and wall footage elevations. If required, provide copy of soils report.

- **Occupancy Classifications** – Indicated if this permit is for an occupancy change. Specify previous business or use.
- **Complete Floor Plan** – To scale and dimensioned. Indicate all occupancies, should building include mixed occupancies. Provide locations of any fire walls, barriers, or partitions.
- **Egress Plan** – Indicate paths of travel, locations of corridors, designated exit accesses, passageways, ramps, elevators, and doors. Provide door schedule with keynotes on required assemblies.
- **Elevations from Cardinal Directions** – Elevations shall show top of finished ceiling and roof height, rendering of architectural features, and paint and color schemes.
- **Structural Plans** – Complete structural plans to include foundation, floor, and roof framing. Include all details and connections.
- **Structural Calculations** – Where needed, include vertical and lateral designs, based on Chapter 16 of currently adopted *California Building Code*.
- **Truss Calculations** – Where needed, truss layout, truss calculation sheets keyed to layout, size and type of connections and lateral bracing plan and all requirements of CBC §2303.4. Calculations must be stamped and signed by the Licensed Design Engineer.
- **Ceiling Plan** – Indicate reflected ceiling materials and finishes with applicable structural details. Provide details of any horizontal assemblies.
- **Energy Calculations** – Energy Code Compliance documentation in accordance with *California Energy Code* requirements for either prescriptive and/or performance measures. Indicate conformance with mandatory measures, where applicable.
- **Electrical Plan** – Including service size calculation, location of subpanels, and feeder sizes. A one-line diagram and load calculations will be required.
- **Fire Department Maintenance Plan** - (1) 8-1/2"x11" size copy for each floor plan.
- **Mechanical Plan** - Indicate size and location of all units, size of all ducts, and outlets.
- **Plumbing Plan** – Indicate location of DWV system, water, and gas piping. Provide sizing calculations and schematics for all plumbing service and distribution, including fixture counts.
- **Construction and Demolition Plan** – Indicate conformance with *California Green Code Requirements*.