



City of Greenfield

Community Development Department – Building Division
599 El Camino Real, Greenfield, CA 93927
Tel: (831) 304-0333 | Fax: (831) 674-3149
Email: inspections@ci.greenfield.ca.us
www.ci.greenfield.ca.us

NEW COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Building Design Criteria

All construction requirements are based on the California Code of Regulations (CCR) Title 24:

- 2022 California Building Code (CBC)
- 2022 California Residential Code (CRC)
- 2022 California Mechanical Code (CMC)
- 2022 California Plumbing Code (CPC)
- 2022 California Electrical Code (CEC)
- 2022 California Fire Code (CFC)
- 2022 California Energy Code (CEnC)
- 2022 Building Energy Efficiency Standards
- 2022 California Green Building Standards

Other Codes:

- 2015 International Property Maintenance Code
- City of Greenfield Municipal Code

Geographical Information:

Wind Speed – 110 MPH

Wind Expose - C

Seismic Zone - 4

Seismic Design - D

Climate Zone - 4

1) Required Accompanied Documents

A) Permit Application

- Must be completed by applicant
- The planning department approval is required prior to Building Department submittal.
- Each Application must include your project valuation and complete description of work.

B) Transmittal Letter

- Itemized List of all documents included in submittal

C) Cost Estimate

- Document establishing valuation of construction cost

D) Construction / Demolition Waste Form

- Form shall be completed and submitted

2) Digital Copy of Plan Documents

A) Electronic Copy

- Plans
- Calculations

3) Plan Document Submittal List

A) Drawings:

- Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- Grading plans
- Drainage Plans
- Excavation / Shoring Plans
- Improvement Plans
- Architectural plan:
 - (a) Floor plan(s)
 - (b) Roof plan
 - (c) Exterior Elevations
- Structural:
 - (a) Foundation
 - (b) Floor Framing
 - (c) Roof framing
 - (d) Cross Sections
 - (e) Structural Framing Detail referenced on Framing Plan
- Mechanical Plan:
 - (a) Location of unit(s)
 - (b) Supply and return registers
- Electrical plan
- Plumbing plan
- Title 24 Energy Certificate Compliance form (incorporated in plans)
- Both original 8 ½ x 11 and CF-1R and MF-1R (incorporated in plans)
- Fire Sprinkler Plans

4) Calculation Submittal List

A) All type of calculations: Requires 2 Sets

- Structural Calculations (wet signed and stamped)
- Title 24 Energy Calculations and forms
- Truss Calculations (if applicable)
- Hydraulic Calculations

5) Supporting Documents

A) All types of supporting documents: Requires 2 Sets

- Geotechnical Soils Investigation Report
- Manufactured Technical Data Sheets
- Manufactured Specifications
- Material Specifications
- Installation Manuals
- Special Inspection forms (If applicable)

6) Required Information: To be included on Documents

A) Plot Plan

- Lot dimensions: metes and bounds information
- Building footprint with all projections and dimensions to property lines and between buildings
- North arrow
- Visible utility to curb
- Easement(s)
- Parking layout and driveways showing handicap access to parking lot and buildings
- Show and specify the species, variety and size of trunk on all trees
 - (a) Show extent of tree canopy

B) Grading and Drainage

- Top and toe of slopes on slight slopes and topography on lots with more than 5' elevation
- difference Pad elevations: Ground slope drainage scheme and topography (hill sites)
- Retaining walls and drainage system

- C) Architectural and Structural Plans
- Foundation, Structural floor and Roof framing plans
 - Architectural floor plan (Seat Plan for assembly occupancy) and roof plan
 - Exterior Elevations: specify all exterior finish materials
 - Structural material specifications
 - Structural and architectural details
 - Truss configuration and locations
 - Cross section in each direction
 - Details for Racks over 8' in height (If applicable)
- D) Mechanical, Plumbing and Electrical Plans
- Location of HVAC equipment and plumbing fixtures
 - Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations
 - Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location(s)
 - A load calculation is required if an inordinate amount of equipment or appliances is proposed
- E) Energy Requirements
- Form CF-1R with all signatures
 - Heat loss calculation
 - Print CF-1R and MF-1R on drawing set
- F) Cover Sheet Information
- Professional seal with signature on all documents by design professional
 - Design professional name, Title, California Registration, Address, and Phone Number
 - Address of Property
 - Property Owner name, address and phone number
 - Reference Applicable building codes and City of Greenfield Municipal Code
 - All drawings must be to scale
 - Note:
 - (a) Deferred submittals (*i.e. Truss, Fire Sprinklers and etc.*)
 - (b) Special Inspections
 - Building Data Legend
 - (a) Legal Description (A.P.N.)
 - (b) Description of work
 - (c) Occupancy Classification
 - (d) Type of Construction
 - (e) Floor Area Calculations
 - (f) Site Area & % of Lot Coverage
 - (g) Index of drawings
- G) Details
- Window: head, jamb and sill Exterior doors: head, jamb and sill
 - Flashing: vertical and horizontal junctures of materials
 - Footing, piers, and grade beams
 - Post and girder intersections
 - Roof: eaves, overhangs, rakes, and gables
 - Cabinet elevations
 - Floor changes (*i.e. wood to concrete*)
 - Handrail(s) and guards with support
 - Structural wall sections with details at foundation, floor and roof levels
- H) Prefabricated Trusses
- Roof framing plan with truss I.D. number and manufacturers' name
 - Detail of all truss splices, connection and plate sizes
 - Show all trusses including gable bracing and bridge/bracing reviewed and signed by engineer of record
 - Wet stamped and signed by truss company engineer
 - Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan