



NEW COMMERCIAL SUBMITTAL AND APPROVAL REQUIREMENTS

Building Division

Effective: May 25, 2007
Revised: January 14, 2010

GENERAL:

- Signature on all documents by person preparing plans and documents.
- Name, title and registration number of design professional, if applicable, and address and phone number.
- Cover sheet information with applicable codes and editions and all design review conditions of approval.

BUILDING DIVISION – PLANS SHOULD INCLUDE:

- (4 sets) - Architectural, and structural, plans (including all plumbing, electrical, and mechanical). 2 sets must be wet stamped.
- (2 sets) - Structural calculations.
- (2 sets) - Energy calculations.
- (2 sets) - Soils Report.
- Permit Submittal Form and Plan Check Fee

APPLICABLE CODES AS OF JANUARY 1, 2010:

- 2007 California Building Code (CBC) / 2006 International Building Code
- 2007 California Plumbing Code (CPC) / 2006 Uniform Plumbing Code
- 2007 California Mechanical Code (CMC) / 2006 Uniform Mechanical Code
- 2007 California Electrical Code (CEC) / 2005 National Electrical Code
- 2008 California Energy Code (Title 24)
- Brentwood Municipal Code

ADDITIONAL SUBMITTALS AND APPROVAL REQUIRED:

PLANNING DIVISION - (925) 516-5405 (Separate Submittal Required)

- Design Review /Conditional Use Permit /Sign Review
- Landscape Review-Submit (1) Separate Landscape Plan-(Separate Submittal Required) (**fee required at submittal**)

POLICE DEPARTMENT - (925) 809-7713 Lt. Ben Tolero (Separate Submittal Required)

- Security Plan / 24 hr. contact info for Contractor
- Photometrics

DEVELOPMENT ENGINEERING - (925) 516-5420 (Separate Submittal Required)

- Improvement Plans/Grading Permits/Encroachment Permits/Final Map/Drainage Fees/Pad Certs

PUBLIC WORKS

- Complete Waste Water Treatment Survey - (925) 516-6072 - Dustin Bloomfield
- Construction & Demo Recycling Form/Trash Enclosure Specification Questions - (925) 516-6093 - Gary Parenti
- Cross Connection/Back Flow Questions - (925) 516-6024 – Abel Ordaz

FIRE DISTRICT - (925) 941-3300 (Separate Submittal Required) 2010 Geary Rd., Pleasant Hill, CA (FEES REQUIRED)

- Site Review/ Shell Review/Tenant Improvement Review/Fire Sprinklers

HEALTH DEPARTMENT - (925) 692-2500 (Separate Submittal Required) 2120 Diamond Blvd. #200, Concord, CA

- Restaurants/package foods

*School Fees are paid directly to the School Districts. LUHS (925) 634-2166 & BUSD (925) 513-6300 & Knightsen (925) 625-0073. Please note: A **licensed contractor** will be required to pull the Building Permit and obtain a **City of Brentwood Business License**. Business License Questions (925) 516-5480.*