



COMMUNITY SAFETY DIVISION
COMMERCIAL CONSTRUCTION-NEW AND TENANT IMPROVEMENT
SUBMITTAL CHECKLIST



HOW TO APPLY FOR PERMIT:

<https://ezop.sbcounty.gov/citizenaccess/>

REQUIREMENTS ON PLANS:

These are the minimum general requirements for plan check submittal. Additional requirements may be required upon review.

- Owner name, address and phone number
- Project/Building name, address, phone number and license number of contractor
- Assessor's Parcel Number (APN)
- Architect name, address and phone number
- Scaled or fully dimensioned drawings
- Point of Compass
- Occupancy class and use of each room with room numbers
- Construction type
- Square footage of area(s) to be permitted
- Complete door and window schedules
- Plan Document not to exceed 50 MB, if document will exceed, please flatten or break each section out into a binder for each section, for example; Architectural, Structural, Mechanical, Electrical, etc

ADDITIONAL REQUIREMENTS

- Underground waterline plans previously submitted (if applicable)
- If plans are for a "Tenant Improvement" construction involving a change in occupancy class or use, a "Tenant Review" must be submitted for review prior to, or along with, construction plans.
- All pages and sections on plans that were submitted to the Building Department, must also be submitted to County Fire. Please do not exclude any pages or sections

Note: Construction plans and underground plans for building must be submitted and approved first, before any other deferred submittals can be submitted (sprinklers, alarms, pre-engineered systems, etc).