



COMMERCIAL / INDUSTRIAL PERMIT SUBMITTAL GUIDELINES

City of Lathrop
Building Department

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

PLEASE REFER TO THESE SUBMITTAL GUIDELINES BELOW FOR ALL COMMERCIAL / INDUSTRIAL PERMIT SUBMITTALS

The following information and documentation must be submitted electronically to the Building Department in order for your permit application to be deemed complete, and ready for processing. Failure to submit all of the applicable information may result in a delay in processing time, or rejection of your submittal due to incompleteness.

All documents must be submitted electronically following our [General Permit Submittal Guidelines](#).

Please note that depending on the project scope, **review and approval by the Planning Department may be required prior to applying for building permits**. Contact the Planning Department for any questions or information. Submittals may also be subject to Development Fees, School Impact Fees, Fire Review Fees, or other related fees not included in the standard permitting process.

SUBMITTAL REQUIREMENTS:

1. **A Complete and Signed Building Permit Application**

- ☐ A [Plan Check Application](#) may be submitted in-lieu-of Building Permit Application when Contractor has not been selected yet, but prior to Permit Issuance, a Signed Building Permit Application will be required.

2. **A Complete Electronic Set of Construction Drawings**

- ☐ **All sets must be wet signed / electronically signed and stamped by the architect or engineer.**
 - All sheets of the working drawings must be signed – refer to the “[Who May Prepare Plans](#)” Policy)
- ☐ The plans must include:
 - **Cover Sheet** with descriptive information as follows:
 1. Date
 2. Name, Address, and Contact Phone Numbers for Design and Construction Personnel
 3. Site Address / Assessor’s Parcel Number
 4. Project Description / Scope
 5. Proposed and Existing Structure(s) with total square footage(s)
 6. Building Height
 7. Number of Stories
 8. Occupancy Use***
 - ***See CBC Section 307 for Group “H” Occupancy requirements
 9. Type of Construction
 10. Occupancy Load
 11. Fire Suppression and Detection
 12. Wind Exposure / Speed
 13. Seismic Design Category
 14. Jurisdiction for Enforcement of Building and Safety Codes (City of Lathrop)
 15. Codes used
 16. Area Analysis
 - **Site Plan.** (See the Site Plan Checklist on pages 3 & 4)
 - **Site Accessibility Plan.** (Refer to “[Site Accessibility Plan Requirements](#)”)
 - **Structural Plans, Sections & Details.**
 - **Complete Floor Plan**, including Fire-Rated walls or ceiling; room usage, existing plan and complete



COMMERCIAL / INDUSTRIAL PERMIT SUBMITTAL GUIDELINES

City of Lathrop
Building Department

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

dimensions. (Note: For Remodels and Additions, the existing and proposed floor plans must be shown in their entirety.)

- **Plumbing and Mechanical Plans**, including HVAC, Refrigeration, etc.
- **Electrical Plans**, including Load Calculations and a Single-Line Diagram of the Service and Feeders / Sub-Panels.
- **Accessible Access Compliance.**
- **Equipment Schedule on Plans.**
- **Equipment Installation Specifications and Locations.**
- **Complete Title24 Energy Forms with all Energy Requirements included**, registered with the State of California and copied into the plan set.

3. **Complete Electronic Set of Structural Calculations Stamped and Wet / Electronically Signed** by the Project Engineer
4. **For Prefabricated Trusses that are included in the Scope of Work**, the following are required:
 - ☐ Complete Truss Layout designating each type of truss being used
 - ☐ Engineered Truss Plans and Calculations
 - To be cross-referenced to the Truss Layout Plan
 - ☐ Lateral Shear Wall Bracing Plans
 - ☐ Details on any special features, such as girder trusses, hangers between interconnected trusses, connections between trusses and beams, etc.
 - ☐ A letter signed by the Responsible Engineer / Architect, stating that they have reviewed and approved the Truss Calculations and Drawings, or either a Shop Approval Stamp and Signature or the Responsible Engineer's / Architect's Stamp and Signature
5. **Complete Special Inspection Form** with selected Approved Special Inspection Agency
6. **Complete Accessibility Unreasonable Hardship Form** as required by CBC Chapter 11B Section 11B-202.4 for any Alterations, Structural Repairs or Additions
7. **Complete Electronic Set of Soils Reports** signed by the Approved Special Inspector on Record, for New Buildings and Additions
8. Deferred Submittals are subject to Chief Building Official Approval
9. **Public Works Department has additional Submittal Requirements. Refer to the "Improvement Plan Review Checklist" where Appendix A: Improvement Plan Review Checklist begins.**

Plan Check Fees are to be paid at Application Submittal. Applicants will receive an email when fees are ready for payment using the Lathrop Civic Access Portal (LCAP). School Fees and Fire Fees must be paid before issuance of the Building Permit.

Pre-Final Inspection requests shall be required prior to issuance of the Temporary Certificate of Occupancy.
The City of Lathrop Building Department has adopted and enforced the following Codes:

- All Current California Building Standards Code, Title 24, Parts 1 – 12
- City of Lathrop Municipal Code



COMMERCIAL / INDUSTRIAL PERMIT SUBMITTAL GUIDELINES

City of Lathrop
Building Department

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

DESIGN CRITERIA:

The current Structural Considerations for the City of Lathrop are as follows:

- ❖ Risk Category: **Category II**
- ❖ Wind Speed: **V_{ult} = 93mph (Ultimate)** [2025 CBC Section 1609.3, Figures 1609.3(1)-(4)]
- ❖ Wind Exposure Category: **C** [2025 CBC Section 1609.4]
 - Residential Only: Category B may be justified by a recognized Engineering Study, or for Master Plan Housing Development
- ❖ Seismic Category: **D** [2025 CBC Section 1613.2 and Figure 1613.2(1)]
- ❖ Flood Zone Designation: **X**
 - As determined by FEMA and shown on Flood Insurance Rate Maps (FIRMs): Area with Reduced Flood Risk due to Levee
- ❖ Foundation Design Soil Bearing Pressure Value: **1500 psf** [2025 CBC Table 1806.2]
 - Unless justified otherwise by a Geotechnical Investigation Report
 - Note: Geotechnical Investigation Reports are required for ALL New Commercial, Residential and Master Plan Development
 - Exception: Accessory Residential Structures
- ❖ Climate Zone: **12** [2025 California Energy Code Figure 100.1-A]

SITE PLAN CHECKLIST:

1. **Preparation of Site Plan:** For Commercial / Industrial Projects, the Site Plan must be prepared by a Registered Civil Engineer or Licensed Surveyor. Name of contact person / designer and contact information to be noted on plans.
2. **Size:** Plans must be formatted to at least print size 11" x 17" or larger, per Architect's requirements.
3. **North Arrow, Date and Scale:** Use an Engineer's Scale (e.g. 1' = 20', 1" = 40', etc.). The direction of "North" shall be pointing toward the top (or right) of the page.
4. **Vicinity Map:** A reduced size vicinity map showing the location of the property in relation to surrounding streets.
5. **Streets and Easements:** Existing and/or any proposed streets and easements bordering on the property showing width, improvement and access details.
6. **Adjacent Properties:** The type of development (e.g. residential, vacant, etc.) on all adjacent properties.
7. **Property Lines:** All property lines or boundary lines in the parcel with dimensions.
8. **Existing and Proposed Development:** All existing structures (labeled "Existing") and any proposed structures (labeled "Proposed") with dimensions, square footage, floors and distances from other structures and property lines. Any structures planned for removal should be shown with dashed lines.
9. **Parking and Driveways:** The location, dimensions and surface material of all existing and proposed parking (including accessible parking) and driveways. Calculations indicating the number of required spaces must be shown. If applicable, required EV Capable and EV Ready parking spaces must be shown and accounted for.



COMMERCIAL / INDUSTRIAL PERMIT SUBMITTAL GUIDELINES

City of Lathrop
Building Department

390 Towne Centre Drive – Lathrop, CA 95330
Email: PermitOffice@ci.lathrop.ca.us
Phone #: (209) 941-7270

10. **Landscaping:** The location and type of existing and proposed landscaping and trees 6" or greater in diameter (note any trees to be removed). Calculations indicating the percentage of the net site area to be landscaped must be shown.
11. **Signs, Fences, Storage, and Trash Enclosures:** The location and height of all existing and proposed signs, fences and the location and dimensions of all open and/or enclosed storage areas and trash receptacles.
12. **Fire Apparatus Access:** Refer to the Lathrop Manteca Fire District for Fire Apparatus Requirements.
13. **Storm Drainage:** The drainage pattern and location of all storm drainage facilities. Refer to the Public Works Department for all requirements.
14. **Water Lines:** The location of water lines, public water main lines and the point of connection. The location of existing and proposed water wells on-site and any off-site wells within 150 feet of the proposed development. For requirements related to water wells, contact the San Joaquin County Environmental Health Department.
15. **Sewers and Septic Tanks:** The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150 feet of the property. For requirements related to septic tank systems, contact the San Joaquin County Environmental Health Department.
16. **Grading:** Existing and proposed grades as needed to adequately reflect existing topographic conditions and topographic features after improvements are constructed.
17. **Photometric Lighting Plan:** Photometric Lighting Plan for the exterior and parking area of the building.
18. **Utilities:** Location of Electric and Gas Utility points of connection on- and off-site.
19. **Hydrant:** On-site hydrant location.