



Building Division
www.ci.lathrop.ca.us

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Commercial / Industrial Building Plan Review Checklist

NOTE: Prior to submitting an application to the Building Division, please contact the Planning Division with any requirements they may have.

The following information and documentation must be submitted to the Building Division before your application can be processed. Should you fail to submit all of the pertinent information, your permit process will be delayed.

The City of Lathrop Building department has adopted and currently follows the following codes:

- 2016 California Building Standards Code, Title 24, Parts 1-12
- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Electrical Code
- 2016 California Energy Code
- 2016 California Green (CAL Green) Building Standards Code
- 2016 California Plumbing Code
- 2016 California Mechanical Code
- City of Lathrop Municipal Code

DESIGN CRITERIA

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

- Wind Speed = 85 MPH, 3 Second Gust, Exposure C
- Seismic = Seismic Design Category D
- Climate = Climate Zone 12
- Soils = Soils Report required on new construction (2013 CBC Section 1803)
- Walls Retaining Soil = 80 Pounds per Cubic Foot Saturated Soil Rating
- Minimum Roof Live Loads = per 2016 CBC Section 1607 & Table 1607.1

NOTE: All sheets of the working drawings must be signed. If generated by a licensed/registered design professional then the plans must be stamped and signed.

NOTE: All plans must be scaled at a minimum of 1/4"=1'-0" (ex) site plan as noted on page 3

NOTE: All text must be a minimum of 12 pt. font when reproduced.

The submittal must include:

1. One completed Building Permit Application.
2. **(5) Five** complete sets of construction drawings for **New buildings** and **Tenant Improvements**.
All sets must be signed and stamped by the architect or engineer.

The plans must include:

- Cover Sheet with description 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;
 - (5) Proposed and existing structure with total square footage;
 - (6) Building height;
 - (7) Number of stories;
 - (8) Occupancy Use;
 - (9) Type of construction;
 - (10) Occupant Load;
 - (11) Fire Suppression and Detection;
 - (12) Wind Exposure/Speed
 - (13) Seismic Design Category;
 - (14) Jurisdiction for Enforcement of Building and Safety Codes;
 - (15) List required special inspections;
 - (16) List any deferred submittal
 - Site plan. (NOTE: See the Site Plan Check list regarding requirements for the Site Plan, page 3).
 - Structural plans, sections and details.
 - A complete floor plan, including fire-rated walls or ceiling; room usage, existing plan and complete dimensions. (NOTE: For remodels and additions, the existing and proposed floor plans must be show in their entirety.)
 - Plumbing and mechanical plans, including heating-ventilating – A/C - refrigeration, etc.
 - Electrical Plans, including load calculations and a one-line diagram of the service and feeders/sub-panels.
 - Accessible access compliance including path of travel from the public right-of-way.
 - Equipment installation specifications and locations.
 - See CBC Section 307 for Group "H" Occupancy requirements.
 - Title 24 energy requirements inserted in plans or provide two completed or signed booklets.
3. **(2) Two** sets of complete structural specifications stamped and signed.
 4. **(2) Two** sets of truss calculations if prefabricated trusses are included in the scope of work.
 - Complete truss layout designating each type of truss to be used.
 - Engineered truss plans and calculations, which are cross-referenced to the truss layout plan.
 - Lateral 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 or architect, stating that he/she has reviewed and approved the truss calculations and drawings, or either a shop approval stamp and signature or the responsible engineer's or architect's stamp and signature.

5. **(2) Two** wet signed soils reports.
6. Completed and signed Special Inspection packet from the City of Lathrop Building Department.
7. Plan check fees to be paid at plan submittal.
8. School fees, Fire fees, and all other applicable fees will need to be paid before issuance of building permit.
9. **Two sets of “As Built” plans will be required prior to issuing of the Temporary Certificate of Occupancy.**

NOTE: Fire sprinkler and alarm plans are submitted directly to the Lathrop-Manteca Fire Department

SITE PLAN CHECKLIST

1. Preparation of Plan: For commercial and/or industrial projects, the Site Plan must be prepared by a registered Civil Engineer or a licensed surveyor. Name of contact person/designer and contact information to be noted on plans.
2. Size: The site plan must be drawn on minimum 24' x 36" paper.
3. North arrow, date and scale: Use an engineer's scale (e.g. 1" = 20', 1" = 40', etc.). The direction of "north" should 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. Properties 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 disabled parking) and driveways. Calculations indicating the number of required spaces must be shown. (Refer to handout entitled "Parking Lot Standards").
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. (Refer to handout entitled "Landscaping Standards.")

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 Lathrop Fire District for their requirements.
13. Storm Drainage: The drainage pattern and location of all storm drainage facilities. (Refer to the Public Works Department for their requirements.)
14. Water: 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 ft. 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 ft. of the property. For requirements related to septic tank systems, contact the San Joaquin County Environmental Health Division.
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 for the exterior and parking area of the building.
18. Location of electric and gas utility points of connection on and off site.
19. On-site hydrant location