



**City of Tustin, Building Division**

**SUBMITTAL REQUIREMENTS for COMMERCIAL, INDUSTRIAL BUILDINGS**

Omission of any required items circled below will result in refusal of plans for plan check. All projects shall include the Development Number on the plans.

**Submit five (6) complete sets of plans (2 Building, 2 Fire, 1 Planning, 1 PW) including:**

**For  
Staff  
Use**

- \_\_\_\_\_ A. Plot plan (including parking lot lighting plan)
- \_\_\_\_\_ B. Foundation plan
- \_\_\_\_\_ C. Floor plan
- \_\_\_\_\_ D. Floor, ceiling, and roof framing plans
- \_\_\_\_\_ E. A Means of Egress or Exit Plan
- \_\_\_\_\_ F. A Detailed Accessibility Compliance Plan
- \_\_\_\_\_ G. Allowable Area Calculation or Justification
- \_\_\_\_\_ H. Building Elevations
- \_\_\_\_\_ I. Electrical plan: (Electrical service shall be underground, T.M.C. \_\_\_\_\_) For a new service location contact – \_\_\_\_\_, Edison Planner at \_\_\_\_\_ If the
  - 1. Size of main switch
  - 2. Number and size of service entrance conductors
  - 3. Circuit schedule and demand load
- \_\_\_\_\_ J. Plumbing isometrics or plan view: (If applicable)
  - 1. Water distribution

2. Waste and venting

3. Gas distribution

\_\_\_\_\_K. Provide a mechanical plan: (if applicable)

1. Location of all registers (supply & return)

2. Size, location, & manufacturers specifications for all equipment.

3. The City of Tustin has adopted the 2013 California Green Building Code

Mandatory Measures. Provide compliance documentation on the plans.

\_\_\_\_\_L. Provide two (2) sets of "wet" stamped and signed Structural Calculations and roof truss calculations.

\_\_\_\_\_M. Provide two (2) sets of Title 24 Energy Calculations. Compliance Forms shall appear on the plans.

\_\_\_\_\_N. Provide two (2) sets of Soils Reports.

\_\_\_\_\_O. Submit four (4) sets of Landscape Plans detached from building plans. Landscape Maintenance District Plans shall be submitted directly to Public Works.

Please note the following:

- Prior to plan check approval for restaurant/food establishments' projects must obtain Approved Health Department Plans.
- A "Shell Building" receiving a N.I.C. (Notice of Inspection Completion) may require additional plans and fees at time of occupancy.
- Separate permits are required for other site improvements. Check with your Permit Technician for specific items.
- Comply with City of Tustin Security Ordinance (copies available at front counter).
- All Grading Plans (4 sets) shall be submitted directly to the Building Division for review, approval and permits.
- Call \_\_\_\_\_ for school fees (714. \_\_\_\_\_). The City of Tustin Building Division verifies the floor area that is subject to school fees.
- A pre-construction meeting is required prior to the first inspection by staff.

/submittal commercial