



COMMERCIAL PLAN REVIEW SUBMITTAL GUIDELINE

* Please note this is only a guide to identify information typically required on submittal documents. Applicants should not consider this list to be all inclusive or a guarantee of plan approval.

PLAN REQUIREMENTS	
<p>1. Coversheet: Shall include- Job address and APN number; Property owner, Builder, Designer and engineer contact information; Scope of work; Occupancy group and occupant load; Construction type; Zoning; Number of units and stories; Building and lot size; Seismic design category; Flood zone information; Most current California building codes. See Project Data Handout for coversheet information.</p> <p>2. Site Plan: Shall be fully dimensioned and drawn to a scale not less than 1/8"=1'. It should include a north arrow, property lines, street centerline and/ or edge of curb, all existing and proposed buildings, the driveway, and the drive approach. All setbacks and distances between buildings shall be indicated. Show finished floor, finished grade elevations and drainage flow. Show all utility locations; gas, electric, and water meter.</p> <p>3. Floor Plan: Shall be complete, fully dimensioned and drawn to a scale of not less than 1/4"=1'. The use of each room and space should be identified. All walls and partitions shall be clearly identified as proposed, existing to remain, or existing to be demolished.</p> <p>4. Reflective Ceiling Plan: Exit signs, emergency lighting, alarms and registers.</p>	<p>5. Roof Plan: All slopes and roofing materials shall be included.</p> <p>6. Foundation/ Floor Framing Plan and Ceiling/ Roof Framing Plan- Sizes, spacing, and directions of all framing members shall be identified; relevant details and specifications shall be provided.</p> <p>7. Building Cross sections- Sections shall be at structurally critical locations and all structural members and connections shall be identified at the section's location, or appropriated details shall be referenced.</p> <p>8. Elevations- All wall/ roof coverings, exterior materials, and building heights shall be identified.</p> <p>9. Title 24- Energy forms are required to be incorporated into plans and shall be registered and signed.</p> <p>10. Structural Calculations- Where applicable provide two sets of structural calculations stamped and signed by the registered design professional licensed in the State of California.</p> <p>11. California Green Building Standards (CGBS) - All mandatory measures are required to be incorporated into plans.</p> <p>12. Soils Report - reference Soils Report Policy</p>

Note:

All submittals are through our online portal Vivasoft: <https://gardengrove.vivasoft.io/login>

If you do not have access to a computer, you can submit your digital plans on a USB in person at the Building Counter.

Project Data *Example*

JOB ADDRESS:
TENANT NAME:
PROPERTY OWNERS: BUILDER: DESIGNER: ENGINEER: SOILS ENGINEER:

First & Last Name(s)	Name:	Name:	Name:	Name:
Address	Address	Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip	City, State, Zip	City, State, Zip
Phone Number	Phone Number	Phone Number	Phone Number	Phone Number
Email	Email	Email	Email	Email

SCOPE OF WORK:

T/I - INTERIOR REMODEL OF EXISTING RETAIL STORE TO INCLUDE A.D.A UPGRADES, NEW ELECTRICAL, MECHANICAL & PLUMBING FIXTURES. ADD DEMISING WALL, CREATING 2 UNITS - A NEW ADDRESS WILL BE REQUIRED.

APN: xxx-xxx-xxx
ZONING: I FLOOD ZONE: AE
OCCUPANCY:

OCCUPANCY GROUP: M (Mercantile) B (Office) **SEISMIC DESIGN CATEGORY:** _____

TYPE OF CONSTRUCTION: V-B, III-B, I-A **REQUIRED # OF EXITS:** _____

OCCUPANT LOAD: **PROVIDED # OF EXITS:** _____

NO. OF BUILDINGS: 1

NO. OF STORIES: 2

LANDSCAPE AREA: WATER CALC:

SPRINKERED: YES > Auto fire sprinklers required for entire building

AREA CALCULATIONS:

LOT SIZE: 127,500 S.F.

EXISTING BUILDING AREA:

PROPOSED BUILDING AREA:

BUILDING AREA INCREASED:

ALLOWABLE BUILDING AREA:

TOTAL BUILDING AREA:
CBC Section 506
MOST CURRENT CBC:

____ CBC, ____ CMC, ____ CPC, ____ CEC, etc.

STATE OF CALIFORNIA, AND THE CITY OF GARDEN GROVE

DEFERRED SUBMITTALS:

Racking

Store front signage

Fire Sprinkler

Fire Alarm

LIST SPECIAL INSPECTION(S) IF APPLICABLE OR REQUIRED: