
NEW COMMERCIAL PLAN CHECK SUBMITTAL REQUIREMENTS

Use this checklist to assemble the materials required for your application when submitting in Accela. The following items must be submitted digitally in order to process your application. **If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and placed on hold. If an application is placed on hold it will not be processed forward into review until complete.**

For projects with multiple buildings or large projects (i.e., apartments, industrial sites, shopping centers, etc.) it is required that applicant contact staff at Building@fresno.gov.

REQUIRED EXHIBITS

1. A complete set of plans with Preparer's name and signature, address, phone number and license number printed on each sheet. Each sheet shall contain a stamp. The plans, including approved site plan, must be drawn to scale as indicated and include all plan views (foundation, floor, and roof), sections, elevations, and details, as applicable and noted below in Plan Content.
2. A complete set of Structural calculations.
3. A complete set of Title 24 Energy calculations and Lighting calculations.
4. Plans will NOT be accepted if marked with "Not for construction," "Review purposes only," or similar statements.
5. Plan set sheet size to be 18" x 24" minimum and 30" x 42" maximum for plan submittals. Calculations to be submitted as 8½" x 11".
6. Each sheet shall have a clear space 3"x 3" titled "City use only".
7. File size shall be limited to 200MB

Please review the "Recommended Elements for Complete Building Permit Plan Review" worksheet for a list of all recommended elements for COMPLETE Building Permit Plan Review.

PLAN CONTENT

8. Site Plan identical to plan submitted to Planning Division with:

- a) Project data, scope of work, owner authorization
 - b) North Arrow
 - c) Property owner's name, address and phone number
 - d) Occupancy group/type of construction
9. Site Utility plan (A separate submittal required)
10. Grading Plan (A separate submittal required)
11. Dimensioned Floor Plan with:
- a) All rooms clearly identified
 - b) Disabled access shown
 - c) Exterior Elevations (North, South, East, and West).
12. Foundation Plan and details
13. Roof and/or Floor Framing Plan
14. Building Sections Drawing
15. Structural Details
16. Mechanical Plan with:
- a) Duct layout, equipment location and schedule
 - b) Hood drawings (if required)
17. Plumbing Plan with:
- a) Gas piping schematics
 - b) Water piping schematics with water line sizing calculations (35 psi)
 - c) MWEL0 (if required)
18. Electrical Plan with:
- a) Circuiting diagram
 - b) Single line diagram
 - c) Panel schedule
 - d) Load calculations