



City of Pittsburg

Engineering Department / Building Division

Civic Center, 65 Civic Avenue, Pittsburg CA 94565

Phone: (925) 252-4910

Fax: (925) 252-4814

Building Permit Submittal Requirements Commercial Addition

Project Information Required

- **Name of Designer:** The printed name, address, telephone number and signature of the person who prepared the plans.
- **Address and Owner:** The name of the legal owner of the property and the street address of the property.
- **Scope of Work:** State the complete scope of work for this permit.
- **Building Area:** State the area in square feet of the existing house, the addition and the total building area.
- **Building Codes:** State the building codes in effect as the 2013 CBC, 2013 CPC, 2013 CMC, 2013 CEC, 2013 California Residential Energy Standards.

Architectural Plans Required

- **Site Plan:** Show location of the existing building, location of easements, the proposed addition, accessibility / path of travel from parking lot to entry, and all other structures on the site. Show front, side and rear yard setback dimensions, dimensions to easements, and dimensions between buildings.
- **Floor Plan:** The Floor Plan must show all existing rooms as well as proposed new rooms. Label the use of each room. Provide all door and window sizes on the plans. Provide accessibility and path of travel details.
- **Roof Plan:** Show a plan view of existing and new roofs. Indicate roof slope, roof slope direction, and existing and proposed roof materials.
- **Elevations:** Show exterior elevations or views of all sides of the building that will be affected by the new addition. Show the existing building as well as the proposed new addition. A minimum of two (2) exterior elevations should be provided.
- **Cross Sections:** At least one (1) detailed cross section is required. Provide additional sections where needed to fully explain the intended construction. Note: Provide details showing the attachment between the existing building and the new construction at walls and roof.

- **Details and Notes:** Include all construction details such as foundations, piers and grade beams. Include all suspended ceiling details and stair details such as handrail shape and size, guardrail dimensions, rise and run, and stairwell framing.

Structural Plans Required

- **Foundation Plan:** Include a dimensioned foundation plan with sufficient details to clearly show foundation construction. Include details of how the new floor and foundation will join the existing floor and foundation.
- **Floor Framing Plan:** Provide size, spacing and direction of floor beams or joists; include sub-floor sheathing and nailing.
- **Roof Framing Plan:** Show size and location of roof beams, roof rafter and ceiling joist span and sizes, overhangs, blocking and venting details.
- **Prefabricated Roof Trusses:** If trusses are to be used for any area of the roof framing, provide two (2) copies of the truss plans and calculations with the design engineers stamp and wet signature. These must also be reviewed and approved by the project architect or engineer.
- **Structural Details:** Provide structural details such as post-to-beam connections, specific framing details, shear transfer details, material notes and specifications.

Electrical, Mechanical and Plumbing Plans Required

- **Electrical:** Show the size and location of the electrical service and all subpanels. Show all new switches, lights, receptacles, and smoke detectors. Note whether the service is provided overhead or underground.
- **Mechanical:** Show all locations for new heating registers and equipment. Energy Conservation Title 24 calculations are required.
- **Plumbing:** Show proposed plumbing fixture locations on the floor plan.

Documentation Required

- **Structural Calculations:** Structural calculations are required for all building components that do not meet “Conventional Construction” requirements. If calculations are required, they must be stamped and signed by a California licensed architect or registered engineer.

- **Title 24 Energy Reports:** Provide two (2) copies of the energy calculations. Reproduce on the plans the Performance and Mandatory Measures portion of the report, CEC Forms CR-IR and MF-IR.

Plan Requirements

- **Clarity:** All plans shall be prepared to be sufficiently readable and clear for either microfilm or electronic record.
- **Existing (E) and New (N) Construction:** Label all components to facilitate review and construction.
- **Scale:** All drawings shall be drawn to an adequate scale with scale indicated. Recommended scales for drawings are:
 - **Plot Plans:** 1/8" = 1'
 - **Floor Plans:** 1/4" = 1'
 - **Foundation Plans:** 1/4" = 1'
 - **Floor and Roof Framing:** 1/4" = 1'
 - **Building Cross Sections:** 1/4" = 1' or 1/2" = 1'
 - **Exterior Elevations:** 1/8" = 1' or 1/4" = 1'

Notes

- Two sets of plans when submitted by either a licensed architect or registered engineer shall be wet stamped and signed.
- Submittals lacking any of the required items may be deemed incomplete and returned for correction without review. Please contact the Building Division at (925) 252-4910 with any questions regarding submittals.
- A building permit may only be issued to a California Licensed Contractor or to the Homeowner.
- Any contractor or firm performing work within the City of Pittsburg must obtain a City of Pittsburg Business License.
- Approvals from all departments and agencies must be in hand prior to the issuance of the building permit. When necessary, separate submittals are required by the Contra Costa Fire Protection District and the three School Districts.

Outside Contacts

Contra Costa County Health Services www.cchealth.org
Contra Costa Fire Protection District www.co.contra-costa.ca.us
Delta Diablo Sanitation District www.ddsd.org
Bay Area Air Quality Management District www.baaqmd.gov