



PROJECT SUBMITTAL CHECKLIST

ELECTRONIC SUBMITTALS

All projects are required to be submitted electronically.

See [Electronic Project Submittals Guidelines](#)

Upload your complete submittal below

[Click Here To Submit Documents](#)

Questions? Please email epplansbuilding@turlock.ca.us

or call at 209-668-5560

DEVELOPMENT SERVICES DEPARTMENT BUILDING & SAFETY DIVISION

156 S BROADWAY STE 130

TURLOCK, CA 95380

MAIN LINE 209-668-5560

INSPECTION LINE 209-668-5542
EXT. 2223

BUILDING@TURLOCK.CA.US

WWW.CITYOFTURLOCK.ORG



Quick Review

Helpful Hints **P.1**

Checklist **P.2-3**

Points of Contact & Interest **P.4**

Project Submittal Checklist

When developing a project, we understand time is of the essence to the applicant and we are committed to reviewing your project as quickly as possible. In order to set your project up for success please note:

Submission of incomplete plans results in undue plan checking delays and lengthy turnaround times for both the applicant and city staff.

Prior to making a submittal, be sure that you have reviewed the subsequent Project Submittal Checklist.

Be reminded, the more accurate, thorough, and complete your submittal, responses and resubmittal packages are, the more quickly approvals can be obtained.

As detailed in the California Building Code and Business & Professions Code, projects that affect the structural and/or safety of a commercial building are required to be designed, stamped and signed by an architect or engineer. Examples detailed in this document.

Please see [Electronic Submittal Guidelines](#) for information on how to electronically submit your project.

CHECKLIST

- **Application**
- **First Sheet (Title Sheet/Cover Sheet)**
 - Project name, address and suite number
 - Applicable design codes (current edition year CBC, CMC, CPC, CEC, etc.)
 - Code analysis: use, occupancy group, type of construction, occupant load & number of stories
 - Tenant floor area; square footages and room labels
 - Existing building fire systems; fire sprinklers, sprinkler monitoring system or fire alarm system
 - Index of drawings
 - Area analysis (change-in-use improvements affecting the allowable area)
 - Statement of project; scope of work and proposed use of space/s
- **Site Plan**
 - North arrow
 - Property lines
 - Existing buildings
 - Parking, including accessible spaces
 - Accessible path of travel from the public way and from the accessible parking to the main tenant entrance
 - All dimensions detailed
 - Location on site
 - Location of proposed improvement
- **Floor Plan**
 - All room/area uses (office, sales floor, break room, storage, etc.)
 - Accessible path of travel to the area of remodel and to the restrooms serving the remodel Exits (with applicable visual & tactile exit signage)
 - New & existing walls
 - New & existing doors (with sizes & swings)
 - New & existing windows (with sizes & applicable safety glazing)
 - Applicable fire-resistance-rated construction elements and their fire-resistance ratings
 - Detail number references (construction & disabled accessibility)
 - Separate exit plan (complex means of egress designs)
- **Reflected Ceiling Plan**
 - Each ceiling or soffit ceiling type & height
 - Applicable fire-resistance ratings
 - Exit signs & exit illumination (with applicable emergency power source)
 - Detail number references
- **Numbered Details, Schedules & Specifications**
 - Each new wall type (stud type, size, spacing, bracing, connections & sheathing)
 - Each new ceiling or soffit ceiling type (joist type, size, spacing, bracing, connections & sheathing; suspended acoustical ceiling details per CISCA for Seismic Zone D)
 - Door, window & hardware (egress, accessibility & safety glazing)
 - Applicable fire-resistance-rated-construction & assemblies (listing and/or evaluation report number)

- Floor & wall finish materials (sanitation & accessibility)
- Accessible main entry, path of travel, sanitary facilities, drinking fountains, public telephones, parking, storage & alarms. (sizes, heights, locations, positions, transitions, slopes, clearances, clear floor spaces, maneuvering clearances, fixtures & accessories, controls, fixed counters & seating, signage, storage & parking)
- **Structural Plans, Details & Calculations**
 - New or altered structural elements of the building
 - Roof supported equipment and access
 - Storage racks exceeding 8 feet in height
 - Mezzanines
 - Additions
 - Most elevated installations: plumbing, mechanical & electrical equipment
 - Note detail references by page and number. For example: Page 5, Detail 1
- **Mechanical Plans**
 - New or altered heating, cooling & ventilation systems (location)
 - Supply & return air, equipment & controls (cfm's, duct type, size & location)
 - Equipment schedule & specifications
 - Note detail references by page and number. For example: Page 5, Detail 1
- **Plumbing Plans**
 - New or altered piping systems (water supply, drainage, gas)
One-line or isometric of each piping system (point of connection, material, size, length, devices, fixtures & demands)
 - Pipe sizing calculations & chart
 - Fixture schedule & specifications
 - Note detail references by page and number. For example: Page 5, Detail 1
 - Minimum sanitary facility & fixture calculations (large or complex projects)
- **Electrical Plans**
 - New or altered power & lighting systems
 - Single-line diagram, panel schedules, conductor sizes & load calculations
 - Power plan (service, equipment, appliance & device locations with circuiting)
 - Lighting plan (fixtures, controls with circuiting)
 - Fixture schedule & specifications
 - Note detail references by page and number. For example: Page 5, Detail 1
- **Energy Compliance Plan Sheets, Calculations & Forms**
 - New or altered envelope, mechanical systems & lighting systems
 - Prescriptive or performance compliance calculations
- **Calculations (as required)**
- **Specifications**
- **Additional documents**
 - Special Inspection Agreement
 - Construction Waste Management (CWMP)
 - Erosion Sediment Control Plan (ESCP)
 - Accessibility Upgrade Form
 - Demolition/Renovation Clearance from [San Joaquin Valley Air Pollution Control District](#)

- If the project involves any food handling i.e. food preparation, prepackaged foods, or food service, contact [Stanislaus County Environmental Health](#) to obtain information on approvals.
- Please check with other City Divisions to obtain information on possible permitting and approvals.
 - **Planning Division**
156 S Broadway Ste 120
Turlock CA 95380-5456
209-668-5640
planning@turlock.ca.us
 - **Engineering Division**
156 S Broadway Ste 150
Turlock CA 95380
209-668-5520
engineering@turlock.ca.us
 - **Turlock Fire Department**
244 N Broadway
Turlock CA 95380-5454
209-668-5580
fireprevention@turlock.ca.us
 - **Municipal Services**
156 S Broadway Ste 270
Turlock CA 95380
209-668-5590
municipalservices@turlock.ca.us

Examples of projects that require plans to be prepared, signed and stamped by a California Professional Engineer or a California Registered Architect

- New non-exempt buildings and additions to existing non-exempt buildings
- Projects with interior or exterior structural alterations
- Interior alteration with an occupancy change
- All Group A (Assembly) occupancies
- All Group E (School and Day Care) occupancies
- All Group F (Factory and Industrial) occupancies
- All Group H (Hazardous) occupancies
- All Group I (Institutional) occupancies
- All Group R, Division 2 or 6 occupancies, and non -exempt Division 1 occupancies
- Projects with mixed occupancies
- Interior alteration with walls and partitions over 5 feet 9 inches in height or ceiling work which cover a floor area greater than 3000 square feet, for Groups B, S-1, S-2 or M occupancies
- Storage racks over 8 feet in height
- Remodeling projects that creates or alters 1-hr fire rated corridors, fire rated occupancy separations or area separation walls
- Alteration which changes the means of egress (exit) requirements
- Tanks and vessels
- Nonstructural components or equipment attached to buildings requiring design per Section 1632.1 (generally equipment weighing over 400 pounds)
- Energy forms ENV-1, LGT-1 and MECH-1, unless by licensed contractor who performs the work
- Mechanical, electrical and plumbing systems for non-exempt buildings
- Remodeling Projects in high-rise (having floors over 75 feet in height) building
- Lateral force-resisting systems utilizing poles embedded in the ground
- Any project deemed by the Building Official to require design by a California Professional Engineer or California Registered Architect

***Should you have any questions please contact the Building & Safety Division and we will be happy to assist you through this process by either calling 209-668-5560 or via email at plansbuilding@turlock.ca.us ***