



# City of Atascadero

## Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

## MAJOR COMMERCIAL SUBMITTAL INTAKE CHECKLIST

PERMIT SUBMITTAL INTAKE MEETINGS ARE BY APPOINTMENT ONLY

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the Permit Counter.

### PROJECTS INCLUDE:

New Commercial  
New Industrial  
New Commercial Shell

### TIME FRAMES:

1<sup>st</sup> Plan Check – 4 weeks  
2<sup>nd</sup> Plan Check – 2 weeks

### I. Application and Forms:

- Commercial Intake Request Form – Email permitcenter@atascadero.org prior to schedule intake meeting.
- Complete Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Grant Deed / Title Report
- Atascadero Mutual Water Company “Will Serve Letter” – Required for new water service.
- Construction Waste Management Plan
- County Health Department Approval – Required on any food establishment business prior to permit issuance.
- OHSPD 3 Requirements – Declaration of request for plan review, inspection & certification form required to be signed at submittal for all new medical buildings.
- Encroachment Permit (Separate Application) – Required for all work within the City’s Right-of-Way.
- Public Improvement Plans – If required, applicant must apply separately from commercial structure.

### II. Fees:

- Advance Plan Check Fee – Determined prior to intake meeting. Additional fees applicable at permit issuance.
- Development Impact Fee – Payment may be deferred to Final with signed Impact Fee Agreement at permit issuance.
- School Fees – Required prior to issuance with fees paid to the Atascadero Unified School District. City will provide form.

### III. Construction Drawings and Support Docs (4 complete sets):

*\*Note: A commercial shell building is a “SHELL” building only. No mechanical equipment, interior plumbing (except fire sprinkler system), electrical (switches, light fixtures, and/or receptacles are permitted for security), or interior partition framing is included in a shell project. There is no occupancy approval upon completion of a commercial shell building project. A tenant improvement, complete with State Energy Title 24 compliance, all mechanical, electrical, plumbing (including accessibility compliance) and interior wall framing is required prior to issuance of a certificate of occupancy.*

- All items included in Civil and Planning Drawings (see IV. on page 2)
- Cover Sheet – List all proposed occupancies and all deferred submittals. For commercial shell buildings provide a statement  
“THIS STRUCTURE IS A SHELL ONLY. NO OCCUPANCY IS PERMITTED UNTIL A TENANT IMPROVEMENT IS COMPLETED AND APPROVED, AND A CERTIFICATE OF OCCUPANCY IS ISSUED.”
- Floor Plans

- Site Plan – Shall show all property lines including bearings & distances, existing street improvements, basis of bearings, street right-of-way, topography, existing utility mains & services, proposed utility services, trenching, existing & proposed driveways, parking, landscaping, and any vegetation within 20-feet of construction activity
- Architectural Elevations
- Conventional Construction
- Structural Calculations – If you are proposing non-conventional construction per CBC.
- Truss Calculations
- Methods / Materials / Detail Sheets – Methods and materials based on Fire Severity Zone (see handout).
- Title 24 State Energy Analysis
- Electrical Sheet – Must show lighting compliance with Title 24 State Energy Regulations.
- Geotechnical Report / Soils Report
  
- One (1) Additional Floor Plan For County Assessor – Min. 11"x17"
- Fire Sprinkler Plans / Fire Alarm Plans / Hood Suppression System (2 complete sets) – This is a separate deferred addendum permit that must be submitted for prior to issuance of new structure permit.

**IV. Civil and Planning Drawings (2 sets required at submittal):**

- Native Tree Protection Fencing – All native tree drip-lines (where the branches extend, not just the trunk) within 20-feet of proposed construction activity shall show tree protection fencing.
- Arborist Report – Construction activity within native tree drip-lines (where the branches extend, not just the trunk) or native tree removal requires a report from a certified arborist. A separate planning application is required when removing native trees. To find an ISA certified arborist visit <http://www.isa-arbor.com/findanarborist/arboristsearch.aspx>.
- Grading & Drainage Plan – Grading over 50 cubic yards requires a grading plan showing cut and fill, existing topography, proposed finished grades, finished floor elevation, elevation benchmark (location & elevation. If grading over average slopes of 10% contact Planning Services (805) 461-5035.
- Stormwater Run-Off Analysis or Hydrology Report – (as applicable)
- Sediment and Erosion Control Plan – Separate plan sheet required. May be included on grading & drainage plan for minor projects.
- Septic System Design and Percolations Test – Required if City Sewer is not available.

**SEISMIC DESIGN CATEGORY C. D OR E – CLIMATE ZONE 4 – WIND ZONES 85 M.P.H EXPOSURE ZONE “B” OR “C”**  
**ZONING ORDINANCE – NATIVE TREE ORDINANCE – ATASCADERO MUNICIPAL CODE – 2022 CBC – 2022 CRC – 2022 CEC – 2022 CPC – 2022 CMC – 2022 CGBC – ENGINEERING STANDARDS – CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)<sup>i</sup>**