



Commercial – Alterations Required Design Documents

Design Documents
DD-CALT
Effective: July 20, 2018
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

REQUIRED DESIGN DOCUMENTS

Remember to check with the Planning Division to confirm planning/zoning requirements prior to beginning your project.

DRAWINGS (Please provide three complete sets)

- TITLE SHEET:** Including project address, assessor's parcel number, project name, and table of contents listing all the plan sheets with content, page numbers, date prepared, occupancy classification, type of construction, area, number of stories, fire sprinkler requirements and a basic project description.
- SITE PLAN:** Drawn at common engineering or architectural scale (such as 1"= 20' or 1/8"=1') with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
 - Table with the following information:
 - Total lot area in square feet.
 - Total square footage of existing building and garage areas
 - Total square footage of existing accessory structures and buildings including covered porches, sheds, carports, trellises, etc. in square feet (decks and patios can be excluded)
 - Total square footage of proposed improvements
 - Lot coverage including existing buildings, proposed improvements, and accessory structures. Calculation must include eaves/roof overhang. Include square footage and percent lot coverage.
 - Dimensioned property lines with lengths noted in feet.
 - Required setbacks for the applicable zoning district (front, side, rear, and corner side).
 - Location and dimensions of all existing and proposed building(s) and structure(s). Differentiate proposed changes with cross-hatching/shading or other notation. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages, carports, and sheds. Label all structures and indicate the structures to remain and the structures to be removed.
 - Dimensions of setbacks between the existing a proposed building(s) and structures(s) from the property lines, and between other buildings and structures.
 - Location of streets, curb cuts, sidewalks, driveways, and parking areas.
 - Point of connections for utilities.



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- ARCHITECTURAL PLANS:** (indicate scale, minimum 1/4" = 1'-0") Floor plans identifying all rooms/areas and uses; access and exit routes; buildings sections; details of all fire-rate assemblies; stairway, handrail and guardrail details; window schedule; door schedule; room finish schedule; exterior building elevations and exterior wall covering specifications (when exterior changes are proposed); etc.
- ACCESS PLANS:** Provide comprehensive plans and specifications verifying compliance with Chapter 11 of the California Building Code for accessible features.
- STRUCTURAL PLANS:** (indicate scale, minimum 1/4" = 1'-0") When framing changes are proposed, provide floor/wall/ceiling framing plans and details as appropriate addressing all structural work being proposed.
- MECHANICAL PLANS:** Complete mechanical plans and/or specifications sufficient to identify the size and location of all new and/or altered heating; ventilating and air-conditioning equipment; equipment schedule with BTU rating; gas pipe sizing calculations; smoke/fire damper locations; etc. Provide details/calculations for hoods to verify compliance with California Mechanical Code.
- ELECTRICAL PLANS:** Complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels; detail all computed loads and ground-fault calculations; locations of all new and/or altered receptacles, switches, lighting fixtures (reflected ceiling plan); exit signage; etc..
- PLUMBING PLANS:** Complete plumbing plans sufficient to show the size and location of all new and/or altered plumbing fixtures, fixture flow rates with CalGreen compliance, appliances, piping, tubing venting, grease traps, etc.; pipe size calculations (waste/vent, water, roof drain, condensate); indicate whether appliances are gas operated, electric or otherwise; etc..

CALCULATIONS (Please provide two complete sets)

- STRUCTURAL CALCULATIONS:** Where required.
- ENERGY DESIGN AND FORMS:** Provide complete Title 24 energy compliance documentation for changes to existing HVAC and lighting systems.

OTHER DOCUMENTS (Contact agencies directly as separate permit and review requirements may apply.
Building permits will not be issued without required approvals)



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- CONTRA COSTA FIRE DISTRICT:** Approval required (Pre-issuance). Provide approval letter or drawings stamped approved from the fire district.
4005 Port Chicago Hwy, Concord, CA 94520 (925) 941-3300

- CONTRA COSTA HEALTH DEPARTMENT:** Approval required for tenants serving/handling food or with a pool or spa (Pre-issuance). Provide drawings stamped approved from the health department.
2120 Diamond Blvd, Concord, CA 94520 (925) 692-2500

- CENTRAL CONTRA COSTA SANITARY DISTRICT:** Approval required for locations within the city of concord where CCCSD owns the sewer lines. Contact the city engineering division to verify if a project falls within a CCCSD area. Provide approval letter or drawings stamped approved from the sanitary district.
5019 Imhoff Pl, Martinez, CA 94553(925) 229-7371