



# City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901  
 (831) 758-7251 • (831) 758-7938 (Fax) • [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

## COMMERCIAL NEW BUILDING CHECKLIST

**The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required. Failure to include items below will delay the permitting process.**

When ready to submit. Attach all documents listed below to an email. Send the email to [askbuilding@ci.salinas.ca.us](mailto:askbuilding@ci.salinas.ca.us). Each document should be in PDF format with a label matching those used below.

DOCUMENTS	
<b>GENERAL</b>	Completed <a href="#">Building Permit Application</a>
	Plan Set - Signed and Dated (A Single PDF File Containing All Plan Sheets, 24"x36" Minimum)
	Plans Prepared by a CA Licensed Design Professional
	Structural Calculations - Signed and Dated
	Soil Reports - Signed and Dated
	<a href="#">Special Inspection Form (ST&amp;I)</a>
	<a href="#">Construction and Demolition Waste Form</a>
	Manufacturer Specifications and Cut Sheets
Threshold Determination Worksheet (Excluding Interior Work Only)	
<b>COVER SHEET</b>	Applicable Codes: <a href="#">2019 California Building and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes</a> and <a href="#">City of Salinas Municipal Code</a>
	Preparer's Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner's Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit
	Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Existing/New Proposed, Occupant Load, Building Height, Fire Sprinkler (Yes/No) And/or Alarm, Parking Calculation, Lot Area, Number of Stories, Floor Area Ratio (FAR), Total Landscape Area (S.F.), Building Area Analysis
	Sheet Index
	Deferred Submittal List – Truss, Sprinklers, Etc. (If Applicable)
<a href="#">Special Inspections Form (ST&amp;I)</a> Reproduced on Cover Sheet	
<b>CONSTRUCTION PLANS</b>	Site Plan: North Arrows, Scale, Setbacks, Lot Dimensions, Property Boundaries, street Names, Building Footprint and Roofline with All Projections Dimensioned to Property Lines, Vicinity Map, New And Existing Structures, Gates, Walls, Fences, Driveways, Sidewalks, Easements, Utilities, Meter Locations, Accessible Path of Travel... etc.
	Floor Plans with Framing Details – Dimensions, Label Each Building and Room
	Exterior Elevations – All Sides of the Building, include Exterior Color and Materials and Exterior Mechanical Equipment
	Cross Sections/Details
	Foundation Plan with Details
	Roof Plan
	Roof Framing Plan with Details
	Exiting Plan
	Reflected Ceiling Plan
	Wall Framing Plan with Shear Walls
	Mechanical Plan, Isometric with Applicable Code References and Requirements
	Electrical Plan, Single Line Diagram, Panel Schedule and Load Calcs with Applicable Code References and Requirements
Plumbing Plan, Sizing Calculations or Tables, with Applicable Code References and Requirements	
(Continued....)	



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	<a href="#">Energy Certificate of Compliance Forms</a> Reproduced on Full Size Plan Sheets
	Cal Green Mandatory Measures Checklist Reproduced on Full Size Sheets
	<a href="#">Construction and Demolition Waste Form</a> Reproduced Full Size Sheets
	Accessibility Details
<b>FEES &amp; AGENCIES</b>	<b>CITY OF SALINAS FEES:</b> Building permit fees vary based on project valuation and are approximately 10% of the project valuation. Applicant is required to pay only the plan check fee which is a percentage of the total permit fee. Planning, Fire and Engineering (PW) fees may apply, depending on the project scope of work.
	<b>MONTEREY ONE WATER FEES:</b> A one-time sewer fee to mitigate additional sewer capacity may apply, applicant should contact the agency directly to obtain a fee estimate. Applicant is responsible for providing a receipt of payment or waiver from the agency prior to building permit issuance. (831) 372-2385
	<b>SCHOOL FEES:</b> Applicant should contact the school district offices the project is in, to obtain a fee estimate. School fees vary by District and building square footage. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.

**Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.**

**Division Contact Information:**

Planning	758-7206	<a href="mailto:currplanwebmail@ci.salinas.ca.us">currplanwebmail@ci.salinas.ca.us</a>
Engineering	758-7251	<a href="mailto:encroachment@ci.salinas.ca.us">encroachment@ci.salinas.ca.us</a>
Fire	758-7261	<a href="mailto:fireprevention@ci.salinas.ca.us">fireprevention@ci.salinas.ca.us</a>
Building	758-7251	<a href="mailto:epermit@ci.salinas.ca.us">epermit@ci.salinas.ca.us</a>