



Revised February 7, 2007

RECOMMENDED DOCUMENT SUBMITTALS

(For plan review of most residential & commercial projects)

DRAWINGS (Blueprints)

Commercial Building (new)	6 sets plus 1 Additional Site Map
Commercial Building (tenant improvement)	4 sets
Residences (new)	3 sets
Residences (alterations, additions, and remodeling)	3 sets
Swimming Pools	4 sets

- **Cover Sheet Information**

Address of project; name, address & phone number of project owner; name, address, phone number, (title & registration information) of project designer; description of project; gross area of structure; height of structure; fire sprinkler system (yes/no). Original Signature (& wet stamp) of project designer on all drawings.

- **Demolitions -DEMOLITION PERMIT RELEASE Form**

The City of Tracy requires proof of compliance with, or exemption from, the asbestos demolition and renovation requirements **before** issuance of building/demolition permits. Additional information regarding this requirement should be directed to the San Joaquin Valley Unified Air Pollution Control District at (209) 557-6400.

- **Plot Plan (indicate scale)**

Lot dimensions; dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of-ways adjacent to the site; location of easements and visible utilities on site; location of all driveways and site entrances.

- **Grading/Drainage Plan**

Tops and toes of slopes; grade/pad elevations, ground slope drainage scheme & topographical details; retaining walls & drainage systems.

- **Architectural Plans (drawn to scale)**

Exterior building elevations; floor plan identifying use of structure; building sections; details of all fire-rated assemblies; stairway, handrail & guardrail details; flashing details; roof covering specifications; exterior wall covering specifications; etc.

- **Structural Plans (drawn to scale)**

Footing/foundations plan; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by design engineer (including ID #'s, splice & connection details); structural material specifications; etc

- **Electrical Plans**

Complete electrical plans which identify the location and capacity of the main site service panel and all sub-panels and show the location of all receptacles, switches, lighting fixtures, etc.

- **Plumbing & Mechanical Plans**

If proposed, provide complete plan sufficient to show the size and location of all plumbing and mechanical fixtures, appliances, piping, tubing, venting, etc.; indicate whether appliances are gas-operated, electric, or otherwise, etc.

CALCULATIONS - 2 Sets

- **Structural Calculations**

For unusually shaped buildings or when conventional wood-frame construction is not utilized - wind load design factor 75 mph - Exposure "C"; seismic zone 3

- **Title 24 Energy Calculations**

Complete energy documentation (including all required calculations); Can be simple forms for simple additions or require the assistance of an Energy Analyst for more complex structures and additions.

[NOTE: This may not reflect all design document submittals which are needed for a specific project review It is recommended that permit applicants contact appropriate City Departments and agencies to determine if additional documentation is required.]

THIS AND OTHER USEFUL INFORMATION IS ALSO AVAILABLE ON THE CITY OF TRACY WEBSITE @ <http://www.ci.tracy.ca.us>