



## CITY OF BALDWIN PARK

### Building Division

14403 East Pacific Avenue  
Baldwin Park, California 91706  
(626) 813-5265 (626) 813-5267

## ***COMMERCIAL/INDUSTRIAL PLAN CHECK SUBMITTAL REQUIREMENT***

When submitting plans for Building Plan Check, **two (2) sets** are required. Partially completed plans will not be accepted.

**Plot Plan** – Show building location, distance to the property lines and vicinity map.

**Foundation Plan & Details** – Provide footings with a minimum depth of 24" from natural grade and 12" wide. A minimum 4" thick slab reinforced with Welded Wire Mesh (WWM), a minimum 6-mil moisture barrier, and at least 4" of sand. Dowel # 4 bars a minimum 6" into existing concrete and extend dowels a minimum 24" into new concrete. Additional depth, size and hardware may be required per architect or engineer.

**Floor Plan** – Show overall floor plan of the building and indicate use(s) of adjacent tenant spaces, side yards, parking areas, etc.

**Occupancy** – Indicate of occupancy - group.

**Type of Construction** – Indicate type of construction of existing building (i.e. wood frame, concrete, tilt-up, masonry, etc.)

**Detail** - Show all existing and proposed walls, indicating which are the proposed walls. Also, provide wall section details showing stud size and type, plates, method of attachment at floor and ceiling of roof, etc.

**Electrical** - Provide an electrical single line diagram and load calculation if new or upgrading service is proposed. [Shall be prepared and plans to be stamped by a State of California Licensed Electrical Engineer.] Provide lighting and electrical layout. Include panel schedule(s) with load calculations. Energy forms are required for the addition of new light or if more than 50% of the lighting is changed. Indicate receptacles at a minimum 15 inches above finish floor & switches to be a max 48 inches above finish floor.

**Mechanical** – Show size and location of all ducts, supply air ducts riser and return air duct riser, ceiling diffuser and ceiling registers. Energy forms are required when installing new mechanical systems. [Title 24, ENV-1, PERF-1, MECH- 1, and LTG -1] Plans shall be prepared and stamped by License Mechanical Engineer.

**Plumbing** - Show size of water service, location of backflow prevention devices, etc.

**Disabled Access** – Show how area of renovation complies with disabled access requirements. Show accessible path of travel from public sidewalk and parking space(s) to tenant space. Path of travel to include restrooms, drinking fountains and public telephone servicing the area of renovation.

**Structural Plan (S)** – Indicate framing member sizes, beam sizes, and construction details, (Note: this information may be provided on the Architectural plans [i.e. floor plan. Roof plan. Elevations, etc.],

Section(s) cut through additions and existing structures – Indicate a section cut through the addition to show the framing and relationship and attachment to the structure.

**Engineers Structural Calculations** – Two (2) sets are required to justify proposed framing members and beam sizes, footing and reinforcement sizes, lateral resisting system and connections. Plans/Calc's shall be stamped and signed by License Civil/Structural Engineer/Architect.

**Exterior Elevations** - Indicate finish materials (stucco, siding, roofing material, etc), lateral bracing systems, (i.e. Let-in braces, shear panel, window and door openings, plate straps, etc.), and building heights.

**NOTE ON PLANS: All work shall comply to the: 2013 California Building Code, 2013 California Electrical Code, 2013 California Plumbing Code, 2013 California Mechanical Code, 2013 Green Building Code and Los Angeles County Codes.**