

TO: CONTRACTORS, INDIVIDUALS SUBMITTING FOR BUILDING PERMIT FOR A COMMERCIAL OR INDUSTRIAL STRUCTURE.

FROM: CITY OF PASO ROBLES BUILDING DIVISION

Effective January 2008 building plan check submittals for Commercial/Industrial construction shall not be accepted or processed unless the following items are provided at the time of submittal:

- **THREE (3)** sets of building plans. **(FOLDED)**
- **One (1)** additional copy of the floor plan, with dimensions (for County Assessors)
- Plot/Grading Plans
- **THREE (3)** separate 24" x 36" plot/site plans shall be included (see attached sample), and/or **THREE (3)** copies of a grading plan prepared by a Civil Engineer.
- **Two (2)** sets of truss calculations.
- **Two (2)** sets of energy calculations.
- **Two (2)** copies of soils report with soil classification, expansive index, foundation recommendations, and design bearing capacity meeting those requirements of section 1804.3 UBC.
- **Two (2)** sets of structural calculations by a licensed Architect or Engineer.
- If City sewerage disposal system is not available, **three (3)** copies of percolation test and septic system design.
- Proof of compliance with Planning Division requirements, if applicable.
- **Submit** a complete building application with consent of landowner form.
- If a drinking, dining or food service establishment, a letter or copy of the plans approved by the County Health Department must be provided prior to issuance of the building permit.
- *A non-refundable application submittal fee is required at the time of package submittal.*

INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED. ALL APPLICABLE INFORMATION MUST BE INCLUDED AT TIME OF PLAN REVIEW SUBMITTAL.

Please make sure that your contractor has a copy of his current workers' compensation insurance filed with the Building Division. If owner/builder, complete the owner/builder verification form with a complete list of all sub-contractors and their state license number. A building permit **cannot** be issued until all this information is submitted. All general contractors and/or sub-contractors are required to have a current city license to work in the City of Paso Robles.

Effective January 3, 2006, all plan review and permit issuance for Underground Fire Lines, Fire Sprinkler Systems, Fire Alarm Systems, and Hood Systems will occur at the Department of Emergency Services, 900 Park Street, Paso Robles, California, 805-227-7560.

Note! The installation of curb, gutter, sidewalk, street and alley paving will be required for any project for which the valuation exceeds \$25,000.00. The amount of improvements required shall be equal to 25% of the project value as determined using Building Standards Publications. Should you have any questions if this applies to your project, please contact the City Engineer at (805) 237-3860. (Update April 2007)