

SECTION 4.4 – COMMERCIAL SUBMITTAL DOCUMENTATION

This section applies to all commercial projects and submittals for a “Common Interest Development” as defined in the California Civil Code, Section 1351, as follows:

1. A Community Apartment Project
2. A Condominium Project
3. A Planned Unit Development
4. A Stock Cooperative,

Documents shall be submitted in paper format and the final submittal, after plan review is completed, shall consist of two (2) paper sets and one electronic file in TIF format.

SUBMITTALS SHALL CONSIST OF THE FOLLOWING:

1. NEW BUILDINGS, TENANT IMPROVEMENTS, AND REMODELS
 - 1.1 1 Copy City of Hanford Permit Application form
 - 1.2 6 complete sets of Drawings, unless noted, including:
 - 1.2.1 Grading Plan (Civil Drawings)
 - 1.2.2 Site Plan
 - 1.2.3 Landscaping Plan per Hanford Municipal Code 12.08
 - 1.2.4 Architectural Drawings
 - 1.2.5 Structural Drawings
 - 1.2.6 Electrical Drawings
 - 1.2.7 Mechanical Drawings
 - 1.2.8 Plumbing Drawings
 - 1.2.9 Planning Dept. “Conditions of Approval” or “Resolution”
printed on the drawings and part of the drawing submittal
 - 1.3 2 complete sets of documentation, unless noted, including:
 - 1.3.1 Architectural Specifications
 - 1.3.2 Structural Calculations
 - 1.3.3 Electrical Calculations, if not included on the drawings
 - 1.3.4 Mechanical Calculations, if not included on the drawings
 - 1.3.5 Plumbing Calculations, if not included on the drawings
 - 1.3.6 Energy Calculations, if not included on the drawings
 - 1.4 Fire Department submittals shall include 3 complete sets with the valuation of the project, square footage of the building and/or lineal footage of pipe to be installed, and the following: (deferred submittals must be received prior to issuance of building permit)
 - 1.4.1 New sprinkler system(s) above ground and/or modifications to the existing system(s).
 - 1.4.2 New sprinkler system(s) underground and/or modifications to the existing system(s).
 - 1.4.3 New fire mains underground and/or modifications to the existing system(s).
 - 1.4.4 New fire hydrant(s) underground and/or modifications to the existing system(s).

- 1.4.5 New fire alarm system(s) and/or modifications to the existing system(s).
- 1.4.6 Installation, replacement, or modifications to any fire extinguishing system or hose system.
- 1.4.7 New smoke evacuation/life safety system(s) and/or modifications to the existing system(s).
- 1.4.8 New cooking hood system(s) and/or modifications to the existing system(s).
- 1.4.9 Fuel tanks and related equipment for flammable/combustible gas, liquids, and hazardous materials.
- 1.4.10 High piled storage (anything over 12 feet in height) and related extinguishing system(s).
- 1.4.11 Fire department access road(s) and all weather road(s).

A minimum of 2 sets shall be Stamped and Wet Signed by an Architect or Engineer licensed in the state of California, or Wet Signed by the designer if the project complies with the requirements of the California Business and Professions Code Section 5537 and/or 5538.

2. USEFUL TELEPHONE NUMBERS

2.1	Building Division	(559) 585-2581
2.2	Planning Division	(559) 585-2580
2.3	Fire Department	(559) 585-2545
2.4	Engineering/Public Works	(559) 585-2550

Allow 30 working days for first Plan Check comments to be generated. Once plan check comments have been addressed and resubmitted, by the applicant, the final review will be performed and you will be contacted when the Building Permit is ready to issue. Plans will be reviewed in the order received and no expedited Plan Check is available. A Building Division Plan Check fee deposit will be due at time of submittal. The Fire Department Plan Check fee will be due once the plans are reviewed and prior to issuance of the permit.

(END OF SECTION 4.4)