



# CHECK LIST – COMMERCIAL BUILDING PERMIT

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

1810 E. HAZELTON AVENUE, STOCKTON CA 95205

BUSINESS PHONE: (209) 468-3121

INSPECTION REQUEST-24 HOUR RECORDER: (209) 468-3165

## CHECKLIST

THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE SUBMITTED TO DEVELOPMENT SERVICES BEFORE YOUR APPLICATION CAN BE PROCESSED.	Check-off
1. One completed application, <del>begin the process at the Planning Division counter.</del>	
2. <del>Three complete sets of</del> legible construction drawings prepared by a California architect or engineer. (NOTE: All sheets of the working drawings must be stamped and wet signed prior to issuance of permit.) The plans must include:	
a. Site plan. (NOTE: See the Site Plan Check List regarding requirements for the Site Plan.)	
b. A complete floor plan, including room usage, exiting plan and complete dimensions. (NOTE: for remodels and additions, the existing and proposed floor plans must be shown in their entirety.)	
c. Plumbing and mechanical plans, including ventilation.	
d. Structural plans.	
e. Electrical plans, including a complete one-line diagram of the service and feeders.	
f. Disabled Access compliance.	
3. <del>Two sets of a</del> Soils Report per 1803.1 thru 1803.7	
4. <del>Two sets of</del> structural calculations, stamped and signed by a California architect or engineer.	
5. If prefabricated trusses are included in the scope of work, two sets of the following are required: <u>All</u> truss calculations shall be stamped and a wet signature provided by a California licensed designer.	
6. <del>Two sets of</del> signed energy calculations with all required forms imprinted on the drawings.	
7. Completed compliance forms showing compliance with the State of California, Model Water Efficient Landscape Ordinance (MWELO).	
8. Structures located within flood or fire hazard zones shall be designed in accordance with San Joaquin County ordinances.	
9. <del>One extra copy of the floor plan.</del> Section 72 of the Revenue and Taxation Code now requires a copy of a complete floor plan of the proposed work to be given to the County Assessor.	
10. One copy of a completed Hazardous Materials Disclosure Survey form is required if the building permit application does not require discretionary approval (e.g., Use Permit or Site Approval). Survey form is attached.	
11. Provide valuation for fire systems and equipment	
12. <b>Public Works Department</b> counter may require the following: (468-3000)	
a. One <u>partial</u> set of legible construction drawings prepared by a licensed California architect or engineer to include <u>only</u> the following: a site plan, civil drawings & erosion control plan. (Submit retention pond calculations if applicable.)	
b. State of California Notice of Intent (NOI) and Waste Discharge Identification (WDID) number if applicable.	
c. Specifications, Maintenance Instruction, & Maintenance Agreement for storm water filtration system if applicable.	
e. Preliminary flood elevation certificate if applicable (call 468-3060 for determination).	
13. <b>Environmental Health Department</b> may have additional plan submittal requirements involving food , fuel tanks, etc. 468-3420	
14. Permit Deposit, (Credit cards <b>NOT</b> accepted)	

<b>SITE PLAN CHECKLIST</b>			
The following information must be shown on your site plan before our department can begin processing your application.			
INFORMATION NEEDED FOR COMPLETE MAP	ITEM COMPLETE	ITEM NEEDED	ITEM NOT REQUIRED
Size: The Site Plan must be drawn on minimum 18"x 24" material.			
North Arrow, Date and Scale: Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.			
Streets and Easements: Location and names of all streets and easements bordering on the property with access details.			
Property Lines: All property lines or boundary lines of the parcel with dimensions.			
Vicinity Map: A vicinity map showing the location of the property in relation to surrounding streets.			
<b>Existing and Proposed Development: All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. Any existing structures planned for removal should be shown with dashed lines. The use and number of floors should be labeled on each structure.</b>			
Parking and Driveways: The location, dimensions and surface material of all existing and proposed parking and driveways. Calculations indicating the number of required spaces must be shown. (Refer to 'County Parking Lot Standards').			
Water Wells: The location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. Wells must be meet the following setbacks: <ul style="list-style-type: none"> <li>- 5' from structures;</li> <li>- 50' from septic tanks;</li> <li>- 100' from leach lines;</li> <li>- 150' from sumps or seepage pits; and</li> <li>- 10' from property lines.</li> </ul> <p>If public water will be utilized, a "will-serve" letter must be submitted from the service provider</p>			
Sewers and Septic Tanks: The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property. Septic tanks must meet the following setbacks: <ul style="list-style-type: none"> <li>- 5' from property lines, structures, driveways and swimming pools;</li> <li>- 50' from water wells.</li> </ul> <p>Leach lines must meet the following setbacks:  <ul style="list-style-type: none"> <li>- 10' from structures, driveways and swimming pools;</li> <li>- 100' from wells, streams and waterways.</li> <li>- 5' to 75' from property lines depending on zoning or the location of septic systems on adjoining properties (this requirement also applies to seepage pits).</li> </ul> <p>If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.</p> </p>			
Storm Drainage: The location of existing and proposed storm drainage facilities(check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses).			
Landscaping: The location of existing and proposed landscaping and trees 6" or greater in diameter (note any trees to be removed). Calculation indicating the percentage of the net site area to be landscaped must be shown. (Refer to County Landscaping Standards).			
Signs, Fences, Storage and Trash Enclosures: The location of and height of all existing and proposed signs and fences and the location and dimensions of all open and/or enclosed storage and trash receptacles.			
Grading and Contours need to be shown.			
<b>SITE PLANS MUST BE COMPLETE AND LEGIBLE</b>			
Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.			
Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed			



**COUNTY OF SAN JOAQUIN  
Environmental Health Department**

1868 E Hazelton Avenue  
Stockton, California 95205  
Telephone (209) 468-3420  
FAX (209) 468-3433  
Website: www.sjgov.org/ehd

**HAZARDOUS MATERIALS DISCLOSURE SURVEY**

Please read the information on the reverse side before completing this survey form. A separate survey for each business name and/or address in San Joaquin County is required.

Business Name: \_\_\_\_\_

Business Owner(s) Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Fire District: \_\_\_\_\_

Q1.  Yes  No Does your business handle a hazardous material in any quantity at any one time in the year. See the definition of hazardous material on the back of this form. If your answer is "No," go to Question 4.

Q2.  Yes  No Does your business handle a hazardous material, or a mixture containing a hazardous material in a quantity equal to or greater than 55 gallons, 500 pounds, or 200c any one time in the year?

If "Yes," how long have you handled these materials at your business? \_\_\_\_\_

If "Yes," check any of the following conditions that apply to your business.

A. The hazardous materials handled by this business is contained solely in a consumer product, packaged for direct distribution to, and use by, the general public.

B. This business is a health care facility (doctor, dentist, veterinary, etc.) and uses only medical gases.

C. This business operates a farm for purposes of cultivating the soil, raising, or harvesting an agricultural or horticultural commodity.

Q3.  Yes  No Does your business handle an acutely hazardous material? See definition on reverse side of this form.

Q4.  Yes  No Is your business within 1,000 feet of the outer boundary of a school (grades K-12)?

I have read the information on this form and I understand my requirements under Chapter 6.95 of the California Health and Safety Code. I understand that if I own a facility or property that is used by tenants, that it is my responsibility to notify the tenants of the requirements which must be met prior to issuance of a Certificate of Occupancy or beginning of operations. I declare under the penalty of perjury that the information provided on this disclosure survey is true and accurate to the best of my knowledge.

Owner or Authorized Agent:

X \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

X \_\_\_\_\_ Title: \_\_\_\_\_  
Signature

## SAN JOAQUIN COUNTY HAZARDOUS MATERIALS PROGRAM

This survey form is intended to identify businesses, which need to comply with the hazardous materials emergency planning and reporting requirements of Chapter 6.95 of the California Health and Safety Code. This statute requires businesses, which handle hazardous materials to prepare emergency plans for their employees' use in an emergency. Businesses must submit a copy of this plan, along with annual inventory of their hazardous materials, to public agencies for use in protecting emergency responders and the public. In San Joaquin County, the Office of Emergency Services (OES) has been designated to administer this program. Should you have any questions on this program or this form, please call that office at (209) 468-3969.

Please consider the following guidelines when completing the questions on the front of this form.

### **Question 1:**

The law defines "hazardous material" for purposes of this program as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or the environment. This includes, but is limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and hazardous wastes. Answer "Yes" if you use a material that meets that definition in any quantity at least once in the year. If you are unsure, contact our office at (209) 468-3969 for assistance. If you answer "No" and at a later date your business, or a tenant on your property, begins handling hazardous materials, you must inform the Office of Emergency Services within 30 days.

### **Question 2:**

If you answer "Yes," you must meet the requirements of Chapter 6.95 of the California Health and Safety Code. Our office will be contacting you to provide assistance. These requirements must be met prior to issuance of a certificate of occupancy. If you answer "No," our office may conduct an inspection after you begin operations to verify your exemption.

The statutes establish some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, determine whether your business meets one of the following conditions. Then mark the appropriate boxes on the front of this form. Our office will contact you to make a final determination of these exemptions.

- A. **Retail Exemption:** Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if 1) the quantity handled creates an unacceptable public hazard; 2) the material is being used directly by the business as part of its operations in addition to being sold to the general public; or 3) the general public does not have ready access to the product as it is stored by the business, e.g., in a warehouse.
- B. **Medical Exemption:** Medical offices which use only oxygen and/or nitrous oxide in quantities less than 1,000 cubic feet are required to meet modified requirements.
- C. **Farm Exemption:** Farms, as defined in the question, must meet modified program requirements. The definition of farm in the law does not include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for exemption are still required to submit an annual chemical inventory and fee to the County Agricultural Commissioner's Department along with other requirements. Please contact the County Agricultural Commissioner's Department for further information. Businesses operating a commercial business in addition to a farm as defined must comply with the HMMP program for those materials associated with the commercial business.

### **Question 3:**

The Federal and State governments have defined approximately 366 chemicals as "Acutely Hazardous Materials" (AHM). The most common "AHMs" used in the County include chlorine, ammonia, sulfuric acid, methyl bromide, acrolein, sulfur dioxide, formaldehyde, nitric acid, vinyl acetate monomer, hydrogen peroxide, and many types of pesticides. Answer "Yes" if you use any of these specific chemicals in any quantity at any one time of the year. Call our office for assistance if you are unsure.

### **Question 4:**

Answer "Yes" if the boundary of your property or facility will be within 1,000 feet of the boundary of a school (K thru 12).

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

**NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND  
COMMERCIAL BUILDING PERMITS:**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF  
GENERA SERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERA SERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resourc  
es-menu/](http://www.cdda.ca.gov/resources-menu/)

**CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES**

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

(Issued 12-28-18)

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).

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