



CHECK LIST – COMMERCIAL COACH BUILDING PERMIT

(Non-Residential Mobile Unit)

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, begin the process at the Planning Division Counter.	
2. Three copies of a Site Plan, drawn to scale, showing property lines, north arrow, easements, all existing and proposed development and handicapped parking and signage.	
3. Three complete legible sets of the following information:	
a. Foundation plans and calculations prepared and wet stamped by a California engineer or architect.	
b. Complete floor plans.	
c. Handicapped access (plans and details).	
d. Details of all decks, secondary exits, stairs, steps, etc.	
e. H.C.D. approved use and specifications.	
4. Structures located within flood or fire hazard zones shall be designed in accordance with San Joaquin County ordinances.	
5. Section 72 of the Revenue and Taxation Code now requires a copy of a complete floor plan to be submitted to the County Assessor. Therefore, an additional floor plan shall be submitted with all the standard plan submittal requirements.	
6. Public Works Department 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).	
7. Permit Deposit, (Credit cards NOT accepted)	

SITE PLAN CHECKLIST

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.			
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.			
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').			
<p>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:</p> <ul style="list-style-type: none"> - 5' from structures; - 50' from septic tanks; - 100' from leach lines; - 150' from sumps or seepage pits; and - 10' from property lines. <p>If public water will be utilized, a "will-serve" letter must be submitted from the service provider</p>			
<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:</p> <ul style="list-style-type: none"> - 5' from property lines, structures, driveways and swimming pools; - 50' from water wells. <p>Leach lines must meet the following setbacks:</p> <ul style="list-style-type: none"> - 10' from structures, driveways and swimming pools; - 100' from wells, streams and waterways. - 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). <p>If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.</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.			
SITE PLANS MUST BE COMPLETE AND LEGIBLE			
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			

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
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

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

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

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.

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.

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.

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.

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/cpcf/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.

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.