



Commercial Building Permit Checklist

1. One completed building permit application.
2. Construction drawings prepared by a California architect or engineer. All sheets must be stamped and signed by the designer.

The plans must include:

- a. Site plan. (NOTE: See the Site Plan Check List.
 - b. A complete floor plan, including room usage, exiting plan and complete dimensions. (NOTE: for remodels, tenant improvements 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. Soils Report per California Building Code sec. 1803.1 thru 1803.7
 4. Structural calculations, stamped and signed by a California architect or engineer.
 5. If prefabricated trusses are included in the scope of work, truss calculations shall be stamped and signed by a California-licensed designer.
 6. Energy calculations with all required forms included with 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 adopted Building Standards and Ordinances.

<p align="center">SITE PLAN CHECKLIST <i>(Site plans must contain all applicable information contained in this checklist)</i> ***incomplete site plans will not be accepted***</p>
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SITE PLAN FORMAT:

The site plan shall include the following:

- Size: 24" x 36"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

PROJECT DETAILS:

- Identify and label all existing and proposed structures with dimensions, square footage, and distances from other structures and property lines
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways
(See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

SERVICES: *(If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)*

Well: *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 200 feet of the property boundaries

Wastewater Treatment: *(Contact the Environmental Health Department at 209-468-3420 for questions regarding wastewater)*

- Identify and label existing and proposed private wastewater treatment systems (septic tanks)
- Identify and label all existing and proposed septic systems with dispersal fields (leach lines)

Storm Drainage: *(Contact the Department of Public Works at 209-468-3000 for questions regarding stormwater regulations)*

- Identify and label existing and proposed storm drainage facilities

TOPOGRAPHY:

- Identify any unusual topographic features of the site such as steep slopes and drainage courses
- Identify topographic contours
- Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within 1 mile of all property boundaries (Note: If the surface water is not located adjacent to the subject property, a note on the site plan with approximate location is sufficient.)

LANDSCAPING:

- Identify and label existing and proposed landscaping. (See Chapter 9-1020 of the Development Title for Landscaping Regulations)
- Identify any trees proposed for removal

FENCING & SCREENING:

- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)



HAZARDOUS MATERIALS DISCLOSURE SURVEY

A separate survey form is required for each business name and/or address in San Joaquin County.

Business Name: _____ Telephone: _____

Business Site Address: _____

Mailing Address (if different from above): _____

Business Owner(s) Name: _____ Telephone: _____

Business Owner Address: _____

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 page 2 of this form.

☐ Yes ☐ No Does your business generate, treat, or store a hazardous waste in any quantity? (used oil, used antifreeze, waste solvent, etc.)

If your answer is "No" to both questions in Q1, please print, sign, and date the bottom of this form and return to the address above.

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 200 cubic feet at 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 are contained solely in a consumer product packaged for direct distribution to and use by the general public.
- ☐ B. 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 page 2.

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 understand my requirements under Chapter 6.95 of the California Health and Safety Code (HSC). I understand that if I own a facility or property that is used by tenants, 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.

If you answered "Yes" to Question 2, please go online to cers.calepa.ca.gov to submit your hazardous materials information.

Owner or Authorized Agent:

Print Name: _____ Date: _____

Signature: _____ Title: _____

San Joaquin County Environmental Health Department

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 the California Health and Safety Code (HSC) Chapter 6.95. This Chapter requires businesses which handle hazardous materials to prepare emergency plans for their employees to use in an emergency. Businesses must submit this information, along with an annual inventory of their hazardous materials, online to the California Environmental Reporting System (CERS) found at cers.calepa.ca.gov for use in protecting emergency responders and the general public. In San Joaquin County, the Environmental Health Department (EHD) has been authorized to administer this program as the Certified Unified Program Agency or CUPA. Should you have any questions about the CUPA program or this form, please contact EHD at (209) 468-3420.

Please consider the following guidelines when completing the questions on page 1:

Question 1:

The (HSC) section 25501(p) defines a "Hazardous Material" 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 workplace or the environment. "Hazardous Materials" include but are not limited to, hazardous substances, hazardous waste, and any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. This includes, but is not limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and used oil. If a business generates any amount of hazardous waste they must enroll in the EHD Hazardous Waste Generator Program. Answer "Yes" if you use a material that meets the definition above in any quantity at least once in the year. If you are unsure, contact the EHD at (209) 468-3420 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 EHD within 30 days.

Question 2:

If you answer "Yes", you must meet the requirements of HSC Chapter 6.95. The EHD 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 HSC establishes some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, a determination must be made if your business meets one of the exemptions listed. Check the appropriate boxes on page 1 and submit the hazardous materials information online at cers.calepa.ca.gov. Please contact the EHD to determine if your business meets the exemptions. However, even if an exemption is met for the Business Plan program, you may still be a hazardous waste generator and will need to report in cers.calepa.ca.gov as a hazardous waste generator.

- A. Retail Exemption – Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if any of the following conditions exist:
 1. The quantity handled creates an unacceptable public hazard
 2. The material is being used directly by the business as part of its operation in addition to being sold to the general public
 3. The general public doesn't have ready access to the product as stored by the business (e.g. in a warehouse).
- B. Modified Farm Exemption – Farms, as stated in Question 2B on page 1, must meet modified program requirements. The definition of a farm in the law doesn't include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for the exemption are still required to submit an annual chemical inventory, site map, and other requirements online to cers.calepa.ca.gov and pay a fee to the San Joaquin County Environmental Health Department (EHD). Please contact the EHD at (209) 468-3420 for assistance. Businesses operating a commercial business in addition to a farm as defined must comply with the requirements of the Hazardous Materials Program for those materials associated with the commercial business.

Question 3:

The Federal and State governments have defined approximately 366 chemicals as an "Acutely Hazardous Material" (AHM). The most common AHM 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. Contact the EHD if you're unsure for assistance.

Question 4:

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