



Facilities Planning and  
Development Division

**Building Department Plan Submittal Checklist**  
**Version Number: 1.4**

The contents of this document may change periodically. Please visit our website at <https://health.ucdavis.edu/facilities/work-with-us/permitting> for an up-to-date version of these instructions.

**REVISION HISTORY**

This section records the revision history of changes made to this living document:

<b>Date</b>	<b>Version #</b>	<b>Description of Change</b>	<b>Author</b>
5/2/2023	1.0	First draft version	Shruti Gadhok
6/6/2023	1.1	Updated Mechanical/Plumbing Plan requirements	Sabrina Preciado / Alex Muscat
6/8/2023	1.2	Updated Electrical Plan requirements	Del Kirkish / Shruti Gadhok
6/27/2023	1.3	Updated and addressed all the comments	Shruti Gadhok
8/21/2023	1.4	Final Version	Shruti Gadhok

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## 1. General Plan Checklist

The following items shall be provided when plans are submitted to the Building Department for the plan review and permit issuance of new projects. A comprehensive list of items required on the plans has been identified for each discipline. The list may also identify when a plan is necessary for submittal. **Additional information on the plans may be required at the discretion of the discipline reviewing the plans.**

Y	N	General Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Minimum Size and Drawing Scale Requirements:</b> <ul style="list-style-type: none"> <li>• No less than 24" x 36"</li> <li>• Plans must be drawn and saved "To Scale" to ensure proper measuring of lines and areas electronically. Include a scale on each sheet or include the measurements for each object</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electronic Submittal Requirements:</b> <ul style="list-style-type: none"> <li>• Each "Plan" or "Plan set" must be saved in <b>PDF format</b> and each file should be <b>under 400MB in size</b>.</li> <li>• <b>Flatten the drawing layers</b> in your CAD program before creating the PDF. This will also resolve PDF errors in the documents that may result in a return.</li> <li>• Pages must be straight, and clear with no streaks; sheets must be contrasting with the background and not be too light or dark.</li> <li>• Document file names must match the "<b>File Naming Convention</b>" requirements. Please refer to the document on Building Permit Website.</li> <li>• Sheet numbers are required on all plan (drawings) sheets, they must be in the lower right-hand corner of every sheet.</li> <li>• For a comprehensive list please refer to the "<b>Electronic User Guide</b>" on <a href="#">Building Permit Website</a></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plans Cover Sheet Requirements:</b> <ul style="list-style-type: none"> <li>• UCDH Project Title</li> <li>• UCDH Project Number</li> <li>• Name of Facility</li> <li>• Must have a Sheet Number</li> <li>• Cover Sheet including Address of subject property.</li> <li>• Complete Index of Drawings with Matching Sheet Titles &amp; Numbers <i>Note:</i> Exception for a larger project to move the index to the second sheet</li> <li>• Project Scope of Work Description               <ul style="list-style-type: none"> <li>• Detailed description of work to be covered by the building permit.</li> </ul> </li> <li>• Project Information:               <ul style="list-style-type: none"> <li>• Building Type</li> <li>• Occupancy Type</li> <li>• Fire Sprinkler / Fire Alarm</li> <li>• Square Footage</li> <li>• Project Address</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Project Directory to include all contact information for:             <ul style="list-style-type: none"> <li>• Design Professionals</li> <li>• UCDMC Project Manager/Owners Representative</li> <li>• Construction Manager (if applicable)</li> </ul> </li> <li>• Limits of Construction Shown</li> <li>• Appropriate Code References             <ul style="list-style-type: none"> <li>• Note: <a href="#">Refer to HCAI CAN 1-0 regarding appropriate codes</a></li> </ul> </li> <li>• Abbreviations List</li> <li>• General Notes</li> <li>• Design Professional Stamps with Signature &amp; Expiration Date on every page.</li> <li>• Construction Documents Deliverable Percentage Complete Information</li> <li>• Schedule of Deferred Approval Items / Submittals</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Title Block Information should be included in each sheet:</b></p> <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Address</li> <li>• Licensed professional’s signed Stamp</li> <li>• UC Davis Health Logo</li> <li>• FD&amp;C Project Number</li> <li>• Space requirements for Building Department and Fire Marshals office must meet stamping requirements.             <ul style="list-style-type: none"> <li>○ <b>Link:</b> <a href="https://health.ucdavis.edu/facilities/work-with-us/permitting">https://health.ucdavis.edu/facilities/work-with-us/permitting</a> See <b>Appendix D</b> – Electronic Submittal Document</li> </ul> </li> </ul> <p>(Additional information to be included on each plan sheet for each discipline is identified below)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Additional Required Basic Construction Plan Features:</b></p> <ul style="list-style-type: none"> <li>• Vicinity Map</li> <li>• North Arrow</li> <li>• Cross-Streets</li> <li>• UC Davis Building Number</li> <li>• UC Davis Building Name</li> <li>• Complete Code Analysis including an Area Analysis, breakdown of sq. ft. per occupancy group/Use(s), and construction type and separated/non-separated designation (mixed use).</li> <li>• Accessible Path of Travel Information</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Supplemental Documents when required by the Scope of Project:</b></p> <ul style="list-style-type: none"> <li>• Structural Calculations</li> <li>• UC Davis Project Specifications</li> <li>• Soils Report and foundation review letter from a geotechnical engineer</li> <li>• T-24, part 6 energy code requirements</li> <li>• Fire alarm Calculations and Material Data Sheet</li> <li>• Fire Sprinkler Calculations and Material Data Sheet</li> <li>• Water Supply Test</li> </ul>

## 2. Building Plan Checklist

Y	N	Building Plan
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Site or Plot – Plan Set Requirements</b></p> <ul style="list-style-type: none"> <li>• Lot dimension showing whole parcel and property lines Building footprint with dimension to property lines and unloading zones (detail)</li> <li>• Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements, and rights-of-way)</li> <li>• Provide dimensions for all new and/or existing improvements:               <ul style="list-style-type: none"> <li>• Planters</li> <li>• Sidewalks</li> <li>• Parking</li> <li>• Maneuvering</li> </ul> </li> <li>• Parking analysis</li> <li>• Parking layout showing accessible parking spaces, the disabled path of travel, electrical vehicle parking, and carpool/vanpool parking from the public right-of-way to the main building.</li> <li>• Provide signage details for disabled access.</li> <li>• Location of driveways, off-street parking, and loading facilities (show dimensions of parking spaces)</li> <li>• Details -Trash/Recycling Enclosure details if applicable (location, size, type of dumpsters/receptacles and access), bike lockers, curbs, and signage</li> <li>• Location of walls/fences, footing details, and elevation details (height, materials, color)</li> <li>• Photo Metrics of all exterior lighting</li> <li>• Lightning location on the site plan and building elevation.</li> <li>• Monument signage typically is under a separate permit.</li> </ul>

### 3. Building and Life Safety Plan Checklist

Y	N	<b>Building and Fire Life Safety Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Civil Drawings</li> <li>• Detailed code analysis demonstrating code compliance with accessibility requirements.</li> <li>• Architectural Drawings (i.e., site plan, floor plan, seating plan, roof plans, elevations, details, and/or sections).</li> <li>• Detailed means of egress plan</li> <li>• Existing and proposed property lines and all applicable easements shall be depicted on the drawings.</li> <li>• Structural Drawings (i.e., foundation plan, floor framing plan, roof framing plan, sections, and/or details)</li> <li>• Two (2) sets of Structural Calculations stamped and wet-signed by the design professional.</li> <li>• Title 24 Energy Calculations, Forms, and Mandatory measures (Note: forms ENV-1, Mech-1, and LTG-1 shall be signed by the design engineer and shall be a part of the approved plans)</li> <li>• Two copies of the Soils Report and foundation review letter from the Geotechnical Engineer</li> <li>• Hazardous Material Declaration (list type &amp; quantities of chemicals stored on site)</li> <li>• Temporary construction barriers, dust prevention measures, and applicable ICRA requirements.</li> <li>• Construction details are to be incorporated into the plan set and coordinated to where they occur on the plans.</li> <li>• Rated Fire Walls Shown &amp; Identified on Drawings</li> </ul>

## 4. Plumbing Plan Checklist

Y	N	Plumbing Plan
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Floor Plan</p> <ul style="list-style-type: none"> <li>• Required number of plumbing fixtures per California Plumbing and Building Codes</li> <li>• Plumbing fixture count schedule</li> <li>• Fixture layout and required clearances.</li> </ul> <p><b>Note:</b> Coordinate with Architectural Drawings.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Single line and/or isometric drawings showing location, material, size, fixture units, and lengths of:</p> <ul style="list-style-type: none"> <li>• Drains and sewer pipes including size and slopes.</li> <li>• Vents</li> <li>• Roof drains, rainwater, and overflow piping sized for rainfall per hour California Building Code and Plumbing Code.</li> <li>• Water lines, floor sinks, condensate lines</li> <li>• Water and waste sizing calculations</li> <li>• Gas line pipe size and calculation</li> <li>• Medical gas piping including zone valves and required alarms.</li> <li>• Condensate piping and overflow pans where applicable.</li> <li>• Steam and steam condensate piping when required.</li> <li>• Plumbing schedules</li> <li>• Appropriate details</li> </ul>



## 5. Mechanical Plan Checklist

Y	N	Mechanical Plan
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Floor Plan</p> <ul style="list-style-type: none"> <li>• Size and location of all duct work, plenums, registers, fire and fire/smoke dampers, fresh air intakes, and airflow requirements</li> <li>• All thermostats and humidistat's locations</li> <li>• Size and location of all combustion air openings (when gas appliances are used)</li> <li>• Size, type, and termination of any gas vents, grease ducts, etc.</li> <li>• Details of any fire-rated shafts</li> <li>• Equipment – show size, weight, attachment details, location, access, make, and model numbers, and OPR numbers when required. Structural calculations are required unless the equipment meets exceptions per ASCE 7-16.</li> <li>• Table 4A for OSHPD 1 and 3 required.</li> <li>• Provide minimum required ventilation and outside air (per current CMC and Title 24, Part 6 Energy Code)</li> <li>• Provide full Title 24 Mechanical worksheets included in the plan set.</li> <li>• Equipment schedules</li> <li>• Control drawings including the Sequence of Operation</li> <li>• Appropriate details.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Type I or Type II Hoods (Commercial Kitchen, Lab, etc.)</p> <ul style="list-style-type: none"> <li>• Provide construction details of fire-rated shafts.</li> <li>• Provide CFM calculations, locations, type, and size of hood, duct, and equipment.</li> <li>• Provide CFM of exhaust and makeup air</li> <li>• Location of exhaust termination, provide equipment installation instructions and listings.</li> </ul> <p><b>Note:</b> Food Service Handling Facilities, other than wholesale, require proof of submittal to the County Environmental Health Department.</p>

## 6. Electrical Plan Checklist

Y	N	<b>Electrical Plan:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. <b>Electrical Plans:</b></p> <ul style="list-style-type: none"> <li>• Cover sheet with the following information:               <ol style="list-style-type: none"> <li>1) Sheet Index</li> <li>2) Legends</li> <li>3) Abbreviation List</li> </ol> </li> <li>• Lighting Fixture schedule, including description type and fixture loads.</li> <li>• Title 24 calculations, included in the plan set.</li> <li>• Site Plan (if applicable)</li> <li>• Lighting Floor Plan(s) including switching, and circuitry identification.</li> <li>• Lighting Photometric Plan(s)</li> <li>• Power Floor Plan(s), including receptacle equipment layout and circuitry.</li> <li>• Low Voltage Floor Plan(s)</li> <li>• Fire Alarm Plans</li> <li>• Enlarged Imaging Room Plans (if applicable)</li> <li>• Enlarged Electrical Room Plans</li> <li>• Feeder Schedules</li> <li>• Grounding Riser Diagram</li> <li>• Electrical Details</li> <li>• Equipment schedule</li> <li>• HVAC equipment location, supply voltage, demand, their disconnects, and circuitry.</li> <li>• Misc. Electrical equipment and circuitry</li> <li>• Location of SMUD transformer, service equipment, panels, and controllers as required.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. <b>Single Line Drawing</b></p> <ul style="list-style-type: none"> <li>• Main service size</li> <li>• Size of any wireways or busways</li> <li>• Size and type of all overcurrent protective devices</li> <li>• Feeders, including size and type of conduit and conductors</li> <li>• AIC ratings (service, panel boards, etc.)</li> <li>• All ground conductors' sizes: Ufer, supplemental ground, water, and gas bonding</li> <li>• Transformers, their size, and type: transformer grounds</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. <b>Load Calculations</b></p> <ul style="list-style-type: none"> <li>• Complete CEC (NEC) calculations based on actual load requirements, including 125% for continuous loads and adding 25% of the largest motor.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. <b>Complete Panel Schedules</b></p> <ul style="list-style-type: none"> <li>• Voltage and ampere ratings</li> <li>• Phase and wire number (3 or 4 wires)</li> <li>• Breaker or fuse sizes</li> </ul>

	<ul style="list-style-type: none"><li>• Main Circuit Breaker (M.C.B) or Main Lugs Only (M.L.O.)</li><li>• AIC rating (service, panel boards, etc.)</li><li>• Loads of each circuit</li><li>• Panel total load</li></ul> <p><b>Note:</b> All new or upgraded services require a commitment letter from SMUD</p>
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## 7. Food Equipment Plan Checklist

Y	N	Food Equipment Plan:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Make, manufacturer, and model number of all food equipment (must be NSF or equivalent)</li> <li>• Storage areas for food, employee garments, and cleaning supplies</li> <li>• Interior room finishes.</li> <li>• Equipment Rough-in Connection Requirements including Plumbing, Mechanical and Electrical Requirements</li> <li>• Equipment Seismic Anchoring Schedule and Equipment Details</li> <li>• Equipment Plans</li> <li>• Equipment Composite Schedule</li> </ul>

## 8. Fire Department Checklist

Y	N/A	Fire Department
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• See the UC Davis Health Fire Marshal’s Office for their requirements.</li> <li>• <a href="https://health.ucdavis.edu/fire/">https://health.ucdavis.edu/fire/</a></li> <li>• <a href="https://osfm.fire.ca.gov/media/nqkdw5mo/osfm-plan-review-submittal-instructions.pdf">https://osfm.fire.ca.gov/media/nqkdw5mo/osfm-plan-review-submittal-instructions.pdf</a></li> </ul>

## 9. Landscape & Irrigation Plan Checklist

Y	N	Landscape & Irrigation Plan
<input type="checkbox"/>	<input type="checkbox"/>	New commercial construction projects with landscaping shall comply with <a href="#">2022 Green Code section 5.304 Outdoor Water Use</a> and <a href="#">Department of Water Resources Model Water Efficient Landscape Ordinance (MWEL0)</a> .

## 10. CALGreen Checklist

Y	N	CALGreen
<input type="checkbox"/>	<input type="checkbox"/>	<p>This checklist applies to newly constructed buildings, building additions 1,000 square feet or greater, and/or building alterations with a permit valuation of \$200,000 or above. The following checklist is not a complete list of mandatory requirements.</p> <p>Please visit <a href="#">CALGreen Design Requirements</a></p>

## 11. HCAI Plan Checklist

Y	N	HCAI Plan Requirements – HCAI Project
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• UC DMC Facility Number 10619 Indicated on Plans (Cover/Title Sheet)</li> <li>• Name of Facility - “<b>University of California Davis Medical Center</b>”</li> <li>• UC Davis Health logo</li> <li>• HCAI Building Number(s) are indicated on Plans.</li> </ul> <p><b>Note:</b> Refer to <a href="#">HCAI Site Plans</a> for this information</p> <ul style="list-style-type: none"> <li>• HCAI Testing, Inspection &amp; Observation Form (Completed &amp; Signed by Design Professional)</li> <li>• Please refer to “<b>Appendix D</b>” on the “<i>Electronic Submittal User Guide</i>” on the building department website for HCAI stamping requirements. Additionally, the HCAI project title block example can be found on <a href="#">Building Department Website</a></li> </ul>

## Appendix A: Resources

Visit the following sites for more information on codes and regulations:

1. [HCAI Codes & Regulations](#)
2. [Building Department Website](#)
3. [CBSC Triennial Codes](#)
4. [CA Energy Code](#)
5. **For Internal** (Login for ICC, NFPA and IAPMO)
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