



## PLANNING & DEVELOPMENT SERVICES

# COMMERCIAL INDOOR EQUIPMENT SUBMITTAL CHECKLIST

**APPLICABLE CODES:** 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16

This submittal checklist outlines the minimum requirements for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through Accela Citizen Access (ACA). Further instructions can be found on our website.

**Please submit ONLY TWO TOTAL FILES in PDF FORMAT.** Files are titled C#\_"PROJECT ADDRESS"\_DOCS, C#\_"PROJECT ADDRESS"\_PLAN, etc. C# refers to the cycle number of review. Initial submittals are C1, for Cycle 1.

### PLAN File ( titled C#\_"Project Street Address"\_PLAN.pdf")

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| <ul style="list-style-type: none"><li>• Cover Sheet/Title Page</li><li>• Architectural Plans<ul style="list-style-type: none"><li>◦ Equipment Schedule</li><li>◦ Floor plan showing the space / room of the new equipment</li><li>◦ Ceiling / Roof Plan if equipment is suspended from the ceiling</li><li>◦ Architectural Sections, Details, &amp; Notes</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Structural Plans<ul style="list-style-type: none"><li>◦ Structural Floor Framing Plan</li><li>◦ Ceiling / Roof Framing Plan if equipment is suspended from the ceiling</li><li>◦ Structural Sections, Details, &amp; Notes</li></ul></li><li>• Electrical Plans, if applicable<ul style="list-style-type: none"><li>◦ Electrical Floor / Roof Power Plan</li><li>◦ Electrical Panel Schedule and Load Calculations</li><li>◦ Single Line Diagram</li><li>◦ Electrical Details &amp; Notes</li></ul></li><li>• Mechanical &amp; Plumbing Plan, if applicable</li></ul> |
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### DOCS File ( titled C#\_"Project Street Address"\_DOCS.pdf")

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| <ul style="list-style-type: none"><li>• Equipment Specifications</li><li>• Structural Calculations</li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Special Inspection &amp; Testing Agreement Form</a>(Not required at submittal, but required before site-built permit issuance)</li></ul> |
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## INSPECTION INFO

Printed large format job copy of the approved plans, printed permit card, and installation instructions shall be available on site at time of inspection. To schedule **final inspection**, call (650)-329-2496 and press option 2.

### Required Inspections

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| <ul style="list-style-type: none"><li>• 220 - All Trades (FMEPG)</li><li>• 246 - Electrical Torque / Panel/ XFMR</li></ul> | <ul style="list-style-type: none"><li>• 101 - Final Inspection</li></ul> |
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### Inspection Guidelines

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| <ul style="list-style-type: none"><li>• <a href="#">Boiler</a></li><li>• <a href="#">Tankless Water Heater</a></li><li>• <a href="#">Water Heater</a></li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Rooftop Mechanical</a></li><li>• <a href="#">Other</a></li></ul> |
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