



COMMERCIAL / INDUSTRIAL SUBMITTAL GUIDELINES

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

*Prior to submitting an application to the Building Department, please contact the Planning Department with any requirements they may have.

The following information and documentation must be submitted electronically to the Building Department before your application can be processed. Failure to submit all of the applicable information may result in a delay in processing time, or rejection of your submittal due to incompleteness.

1. One completed and signed [Building Permit Application](#).
2. Complete electronic set of construction drawings for **New Buildings** and **Tenant Improvements**. **All sets must be wet signed and stamped by the architect or engineer.** (NOTE: All sheets of the working drawings must be signed—refer to “[Who May Prepare Plans](#)” handout.) The plans must include:
 - **Cover Sheet** with description information as follows:
 1. Date;
 2. Name, address, and contact phone numbers for design and construction personnel;
 3. Site address/Assessor’s Parcel Number;
 4. Project description;
 5. Proposed and existing structure with total square footage;
 6. Building height;
 7. Number of stories;
 8. Occupancy Use***;
 9. Type of construction;
 10. Occupant Load;
 11. Fire Suppression and Detection;
 12. Wind Exposure/Speed
 13. Seismic Design Category;
 14. Jurisdiction for Enforcement of Building and Safety Codes; Codes used
 15. Area Analysis
 - **Site Plan.** (NOTE: See the Site Plan Checklist regarding requirements for the Site Plan, pages 3 & 4).
 - **Site Accessibility Plan.** Please refer to our “[Site Accessibility Plan Requirements](#)”
 - **Structural Plans, Sections and Details.**
 - **Complete Floor Plan,** including fire-rated walls or ceiling; room usage, existing plan and complete dimensions. (NOTE: For remodels and additions, the existing and proposed floor plans must be show in their entirety.)
 - **Plumbing and Mechanical Plans,** including heating-ventilating – A/C - refrigeration, etc.
 - **Electrical Plans,** including load calculations and a one-line diagram of the service and feeders/sub-panels.
 - **Accessible Access Compliance.**
 - **Equipment Schedule on Plans**
 - **Equipment Installation Specifications and Locations.**
 - **Complete Electronic Set of Title 24 Energy Requirements.** Registered with State and copied into plans.

***See CBC Section 307 for Group “H” Occupancy requirements.



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Public Works Dept has additional submittal requirements.

Please refer to the “[Improvement Plan Review Checklist](#)” and refer to page 244 where Appendix A: Improvement Plan Review Checklist starts.

3. **Complete Electronic Set of Complete Structural Calculations stamped and signed with a wet signature.**
4. **If Prefabricated Trusses are included in the scope of work, two sets of the following are required:**
 - Complete truss layout designating each type of truss to be used.
 - Engineered truss plans and calculations, which are cross-referenced to the truss layout plan.
 - Lateral shear wall bracing plans.
 - Details on any special features, such as girder trusses, hangers between interconnected trusses, connections between trusses and beams, etc.
 - A letter signed by the responsible engineer or architect, stating that he/she has reviewed and approved the truss calculations and drawings, or either a shop approval stamp and signature or the responsible engineer’s or architect’s stamp and signature.
5. **Complete Electronic Set of wet signed Soils Reports** for new buildings and additions.
6. **[Special Inspection Packet](#)** from the City of Lathrop Building Department.
7. **Deferred Submittals are subject to Chief Building Official’s approval.**
8. Plan Check Fees to be paid at plan submittal. You will receive an email when fees are ready for payment. Please make payments using the Lathrop Civic Access Portal (LCAP).
9. School Fees and Fire Fees must be paid before issuance of building permit.
10. **Pre-Final Inspection requests shall be required prior to issuance of the Temporary Certificate of Occupancy.**

The City of Lathrop Building Department has adopted and currently follows these Building Codes.

- 1.2022 California Building Standards Code, Title 24, Parts 1-12
- 2.2022 California Building Code
- 3.2022 California Historical Code
- 4.2022 California Electrical Code
- 5.2022 California Energy Code
- 6.2022 California Green (CAL Green) Building Standards Code
- 7.2022 California Plumbing Code
- 8.2022 California Mechanical Code
- 9.City of Lathrop Municipal Code



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DESIGN CRITERIA

The current Structural Considerations for the City of Lathrop are as follows:

- Risk Category II
- Wind Speed: **$V_{ult} = 95$ mph (Ultimate)**
 - (For risk category II buildings: figure 1609.3(1)) 2022 CBC, Section 1609.3, or [ASCE 7-16 Chapters 26 through 30]
- Wind Exposure Category: C
 - [2022 CBC, Section 1609.4]
- Seismic Category: D
 - [2022 CBC, Section 1613.2.5 & Tables 1613.2.5(1) & 1613.2.5(2)]

Foundation:

- **Allowable Design Soil Bearing Pressure = 1500 psf**
 - (Unless justified by a geotechnical investigation report)
 - [2022 CBC 1806, Table 1806.2]

Note: Geotechnical Investigation Report is required for all New Commercial/Residential and Master Plan Building Projects. (except for accessory residential structures)

SITE PLAN CHECKLIST

1. Preparation of Plan: For commercial and/or industrial projects, the Site Plan must be prepared by a registered Civil Engineer or a licensed surveyor. Name of contact person/designer and contact information to be noted on plans.
2. Size: Plans must be formatted to at least size 11" x 17" or larger, or per architect's requirements
3. North arrow, date and scale: Use an engineer's scale (e.g. 1" = 20', 1" = 40', etc.). The direction of "North" should be pointing toward the top (or right) of the page.
4. Vicinity Map: A reduced size vicinity map showing the location of the property in relation to surrounding streets.
5. Streets and Easements: Existing and/or any proposed streets and easements bordering on the property showing width, improvement and access details.
6. Adjacent Properties: The type of development (e.g., residential, vacant, etc.) on all adjacent properties.
7. Properties Lines: All property lines or boundary lines in the parcel with dimensions.
8. Existing and Proposed Development: All existing structures (labeled "existing") and any proposed structures (labeled "proposed") with dimensions, square footage, floors and distances from other structures and property lines. Any structures planned for removal should be shown with dashed lines.



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9. **Parking and Driveways:** The location, dimensions and surface material of all existing and proposed parking (including disabled parking) and driveways. Calculations indicating the number of required spaces must be shown. (Refer to handout entitled “Parking Lot Standards”).
10. **Landscaping:** The location and type of existing and proposed landscaping and trees 6” or greater in diameter (note any trees to be removed). Calculations indicating the percentage of the net site area to be landscaped must be shown. (Refer to handout entitled “Landscaping Standards.”)
11. **Signs, Fences, Storage and Trash Enclosures:** The location and height of all existing and proposed signs, fences and the location and dimensions of all open and/or enclosed storage areas and trash receptacles.
12. **Fire Apparatus Access:** Refer to Lathrop Fire District for their requirements.
13. **Storm Drainage:** The drainage pattern and location of all storm drainage facilities. (Refer to the Public Works Department for their requirements.)
14. **Water:** The location of water lines, public water main lines and the point of connection. The location of existing and proposed water wells on-site and any off-site wells within 150 ft. of the proposed development. For requirements related to water wells, contact the San Joaquin County Environmental Health Department.
15. **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 ft. of the property. For requirements related to septic tank systems, contact the San Joaquin County E Environmental Health Division.
16. **Grading:** Existing and proposed grades as needed to adequately reflect existing topographic conditions and topographic features after improvements are constructed.
17. **Photometric Lighting Plan** for the exterior and parking area of the building.
18. **Location of electric and gas utility points of connection on and off site.**
19. **On-site hydrant location**