



City of Lompoc
Building & Safety Services Section
100 Civic Center Plaza
Lompoc, CA 93436
Phone: 805-875-8220
Fax: 805-875-8198



COMMERCIAL BUILDING PLANS SUBMITTAL REQUIREMENTS

A. APPLICATION PROCESS

A building permit application must be completed and a plan check fee must be paid at the time of submission. Each sheet of the plans and calculations must be signed by the architect or design professional as needed. Incomplete or inaccurate information may result in rejection or a delay in processing.

Upon submittal of your plans to the Building & Safety Services Section, plans may be routed to the following departments for plan review: Planning, Public Works, Fire Safety Division, etc.

You may call the Building & Safety Services Section at (805)875-8220 regarding your plan check status. Once comments are received from all reviewing departments, the Building & Safety Services Section will contact you and provide those comments to you for corrections. However, you may contact the reviewing department directly if you have any questions regarding their specific comments.

All new commercial/industrial construction requires site approval prior to submitting an application for a building permit. You may contact the Planning Department for assistance with questions regarding site approval at (805)875-8213.

Applicants for commercial/industrial projects must include a "Hazardous Materials Clearance Form". A list of regulated materials and the Hazardous Material Clearance Form are available at the Building Division.

Permits for restaurants, retail food stores, fruit stands, meat markets, bakeries, pet stores and commercial swimming pools require approval from the Santa Barbara County Health Department. For further information, please contact the Health Department at (805)681-4900.

NOTE: County Health Approval does not give the authorization to open for business. A Certificate of Occupancy is required from the Building Official prior to opening for business.

B. REQUIRED PERMITS

The best way to determine if a proposed project requires a permit is to contact the Building & Safety Services Section at (805)875-8220.

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the City of Lompoc, or cause the same to be done, without first obtaining a separate building permit for each such building or structure.

1. Building Permits are required for (but are not limited to) the following:
New construction, alterations, additions, tenant improvements, accessory buildings where the floor area exceeds 120 square feet, carports, detached garages, patio covers, retaining walls, swimming pools, portable spas if not plug-connected, and fences over 6 feet in height. Section [A] 105.2 CBC.
2. Electrical Permits are required for (but not limited to) the following:
 - a. New electrical work.
 - b. Additions and alterations to existing wiring.
 - c. Equipment installations requiring special connection.
 - d. Electric signs.
 - e. Power poles.
3. Plumbing and Mechanical Permits are required for (but not limited to) the following:
 - a. New plumbing and mechanical installations.
 - b. Repairs and replacement of heating appliances and water heaters.
 - c. Removal and replacement of defective waste or vent pipes or any repairs requiring the rearrangement of valves, pipes or fixtures in the water or gas system.
 - d. Installation of lawn sprinkler valves and water softeners.
4. Demolition permits are required for ALL STRUCTURES that are to be demolished. A Santa Barbara County Air Quality Management District permit will be required prior to the issuance of a Building Division demolition permit. For applications and filing requirements please contact:

Santa Barbara County Air Pollution Control District
Phone: (805)961-8800 Email: engr@sbcapcd.org

C. PLAN REQUIREMENTS

Each application for a Commercial Building Permit shall include a completed Permit Application form and plans and specifications as follows:

1. **New Commercial and Industrial**
 - a. 3 Complete Sets of Plans (*stamped and signed by an architect or design professional, digital signatures acceptable when required*) including:
 - i) Site plan - showing streets, adjacent tenants, entrance and disabled access parking.
 - ii) Floor plan – show all door and window sizes and locations, label the use and occupancy of the building.
 - iii) Structural plan (including foundation, framing, roof plans, and details) as needed.
 - iv) Electrical plans - panel schedule, single line diagram, reflected ceiling plan.*
 - v) Mechanical/Plumbing Plans**

- *Separate plan check submittals may be required for services greater than 400 amps.**
- **For new roof mounted equipment, provide a roof plan with structural calculations to show that the existing roof is capable of supporting the proposed equipment.**

- b. 2 Sets of Energy Calculations (Title 24) - Env., Ltg., and/or Mech. (for conditioned space only).
- c. 2 Sets of Structural Calculations.
- d. 2 Geotechnical Reports.
- e. Hazardous Materials Clearance Form (available at Building counter).
- f. Disabled Access – Accessibility Plan

NOTE: A separate grading plan check submittal is required for all new construction projects and for existing building where improvements being proposed will generate 50 cubic yards or more of combined cut and fill. The grading plan shall be prepared, stamped and signed by a California registered Civil Engineer. The Building Official, prior to the issuance of the building permit, must approved the compaction report and pad certification.

2. Tenant Improvements

- a. 3 Complete Sets of Plans inclusive of electrical, mechanical and plumbing (*stamped and signed by an architect or design professional, digital signatures acceptable when required*)
- b. 2 Sets of Energy Calculations (Title 24)
- c. 2 Sets of Structural Calculations (if applicable)
- d. 2 Geotechnical Reports (if applicable)
- e. Hazardous Materials Clearance Form

3. Signs

- a. 3 Complete Sets of Plans (can be 11” X 17” paper)

NOTE: A Planning Approval for the Sign does not include the required Building Approval; verify that a Building Permit is applied for the installation of the sign.

Plans and specifications shall be drawn to scale and printed on a minimum of 24” x 36” paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations. There may be some minor projects which could be submitted on 11” X 17”, please verify at the counter for size on a “case by case” basis.

- 1. Plans shall include:
 - a. Owner’s name and address
 - b. Name, address, phone number and email address of person who prepared the plans (with signature)
 - c. Assessor's parcel number (APN)
 - d. Lot, block and tract numbers
 - e. Site map

- f. Location of all utilities and easements
 - g. Square footages divided into areas of dwelling and garage
 - h. Location on lot
 - i. Occupancy group and construction type
 - j. Accurate contours and details of terrain and drainage (if applicable)
2. Information that must be shown for all new construction (if applicable) includes:
 - a. The material, size and arrangement of the foundation
 - b. Fireplace and chimney details
 - c. A floor plan showing room size
 - d. Location of electrical and plumbing fixtures and heating equipment
 - e. Energy schedule (Title 24)
 - f. Exterior elevations showing roof pitch, style and material
 - g. Balconies
 - h. Framing details of the structure such as size and grade of framing material, windows and any other information which may be required to provide sufficient data to show compliance with all codes applicable to the structure.
 3. Grading plans are required to comply with the CALIFORNIA BUILDING CODE, CURRENT EDITION, APPENDIX J.

Deferred submittals may be subject to additional plan review fees. Commercial plan review checklists are available upon request.

D. APPLICABLE CODES

1. California Building Code, Current Edition
2. California Plumbing Code, Current Edition
3. California Mechanical Code, Current Edition
4. California Electrical Code, Current Edition
5. California Fire Code, Current Edition
6. California Energy Code, Current Edition
7. California Green Building Standards, Current Edition

E. FEES

Fees which must be paid prior to the issuance of permit may include but are not limited to:

1. Building Permit Fees: For a fee schedule or building valuation data sheet please call the Building & Safety Services Section at (805)875-8220.

Other Fees:

- a. School District Fees: Call Lompoc Unified School District at (805)742-3200.
Commercial projects:
 1. All new construction
 2. Additions (no minimum square footage)

- b. **Public Works Fees:** Call the Public Works Department at (805)875-8269 for impact fees, water meter hook-up fees, encroachment permit fees, etc.
- c. **Fire Sprinklers and Fire Alarm Permit Fees:** Call the Building & Safety Services Section at (805)875-8220.
- d. **Planning Division Fees:** Call Planning Division at (805)875-8213.

OWNER-BUILDER

If you plan to improve your property and employ persons other than your immediate family, the following information will be of benefit to you. State and Federal laws require that you:

1. Register with the State and Federal Governments as an employer.
2. Withhold and remit income tax for each employee.
3. Pay Social Security costs on each employee.
4. Withhold and remit Social Security costs for each employee.
5. Pay compensation insurance costs on each employee.
6. Withhold and remit Disability Insurance costs for each employee.
7. Pay Unemployment Insurance costs on each employee.

You may construct improvements for sale only under specific, limited conditions. You may construct improvements for rental-occupancy only under specific limited conditions.

You may have portions of the construction built by a licensed contractor.

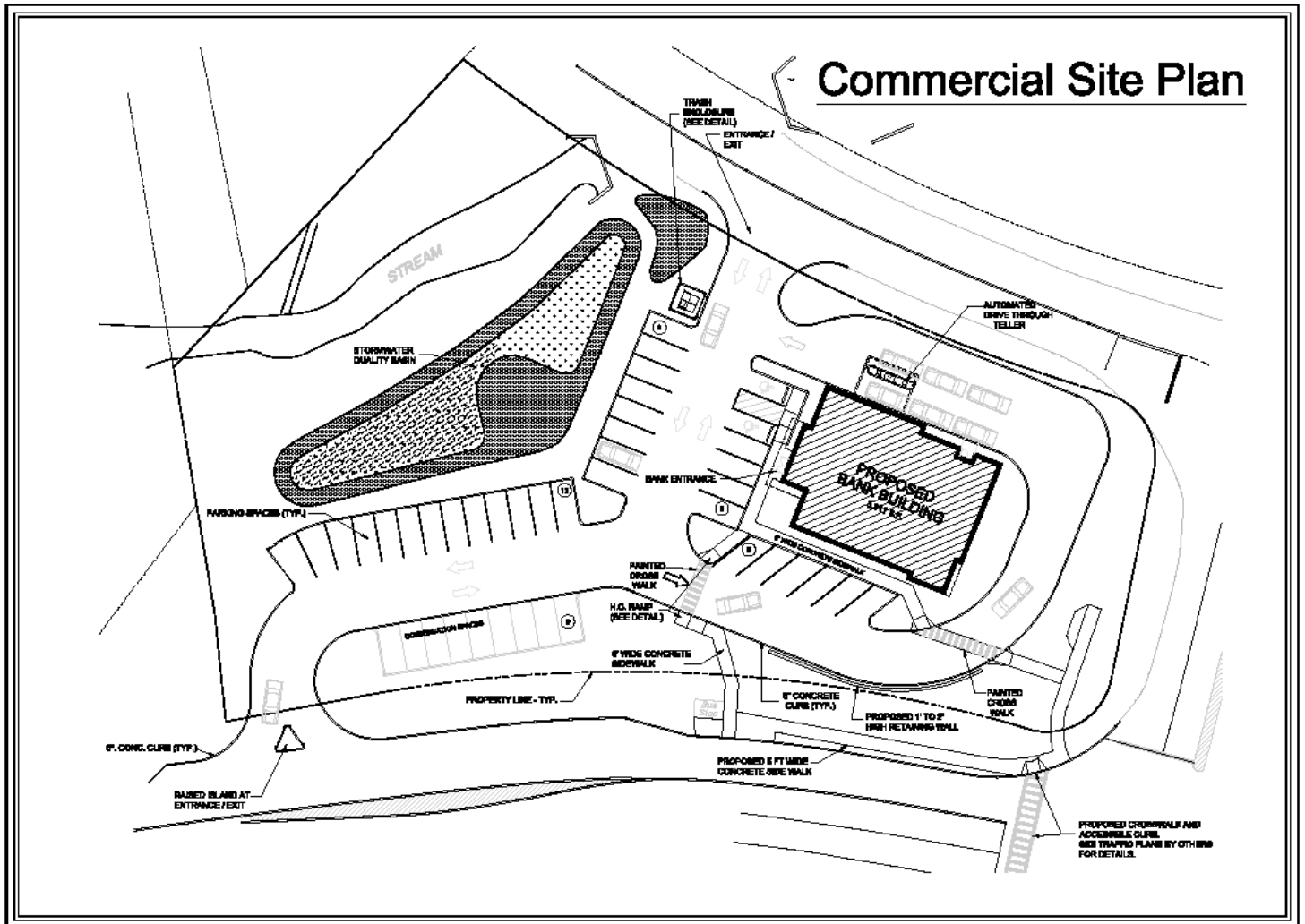
A business license must be issued by the City of Lompoc to each subcontractor, general contractor or supplier. Contact the Finance Department at (805)875-8241.

You may receive Information about lien laws and other construction matters by contacting the Contractors State License Board at (800)321-2752 or www.cslb.ca.gov.

If this Guide does not answer your questions, you may contact the Building & Safety Services Section for additional information. Office hours are from 9 am to 5 pm., Monday through Friday. Phone: (805)875-8220, Fax: (805)875-8198.

SAMPLE SITE PLAN

(Not to be used for actual drawings)



Please provide and observe the following:

1. Maximum 24" x 36" sheet size. Three sets of plans (minimum) are required. Plans are to be drawn neatly and must be legible. Fill sheet with site plan and do not use paper edge for property lines.
2. Clearly show all proposed and existing construction with complete dimensions. Include lot size (width, depth, shape, grade, orientation to streets), surrounding property uses (residential, commercial, vacant, etc.) and building Setbacks (front, side, and rear setbacks).
3. Show landscaping, buffer yards and fences. All plant material and/or fence must be shown.
4. Site Map
5. Indicate the developer's name, address, phone number, APN, and legal description of the lot.
6. Date site plan was drawn
7. Scale of plan
8. Number of parking spaces and Accessibility
9. Indicate the utility providers - water, sewer, and electric
10. Number of apartment/residential units (if applicable)

11. Location of exterior lights
12. Location of existing/proposed sign
13. For churches & restaurants - number of seats in each
14. Drainage

Note: All dimensions shown on this sample plan are for reference only. Your site plan must show the actual dimensions for the lot located at the address referenced. Be sure to include all setback dimensions.