



CITY OF CHINO  
Development Services Department  
13220 Central Avenue  
Chino, CA 91710  
Phone (909) 334-3251  
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## **COMMERCIAL / INDUSTRIAL PLAN SUBMITTAL**

### Minimum Submittal

The City of Chino is making available Electronic Plan Review submissions to our customers via our Online Portal. For successful electronic plan submittals, follow Electronic Plan Review – Plans Submittal Standards format requirements below and provide design items 1-10 below. Please visit [cityofchino.org](http://cityofchino.org) to begin plans submittal. If applicable when structural calculations, soil report, and energy calculations are required, separate files submittals shall be provided.

#### **1. PLOT PLAN:**

- a. Fully dimensioned with legal description and lot lines indicated.
- b. All improvements including proposed construction and parking.
- c. Grades and elevation of site and building.
- d. Path of travel for disabled access from street, parking spaces, and building.
- e. Location of existing and/or proposed utilities.
- f. Project address along with owner's name and address.
- g. Building location, floor area, type of construction, sprinklers, and area separation walls.

#### **2. FOUNDATION PLAN:**

- a. Provide a plan view of foundation showing all supporting elements (piers, etc.), connection locations, type and size, and cross reference to proper details.
- b. Note soil type and all allowable soil bearing pressure used for building design.
- c. Indicate all steel reinforcement, anchor bolt size and location, wire mesh, vapor barrier, etc.

#### **3. BUILDING PLANS:**

- a. Fully dimensioned floor plan showing use of all occupied space (office, storage, etc.), exits, occupancy or firewalls, corridors, etc.
- b. Fully dimensioned cross section.
- c. Show all fixed elements of construction (walls, partitions, cabinets, shelving, etc.) on floor plan.
- d. Door and window schedule.
- e. Interior finish schedule.

- f. Show complete fully dimensioned elevations.
- g. Indicate roof pitch and type of roofing.
- h. Show details of special or unusual construction materials.
- i. Show detail of fire rated construction and include item number of assembly from the tables in chapter 7 of the CBC or approved in ICC evaluation report.
- j. Complete structural plans, calculations, and specifications.
- k. Plans are to be stamped and wet signed by the professional responsible for their preparation.
- l. Plans, details, and specifications for disabled access compliance.
- m. Show type of material to be used.

**4. PLUMBING PLANS:**

- a. Plumbing isometric/schematic (water, gas, waste)
  - i. Size all lines
  - ii. Show all vents, soils, and cleanouts
  - iii. Show type of material to be used

**5. MECHANICAL PLAN:**

- a. Mechanical isometric/schematic; size all ducts.
- b. Location of return air.
- c. Location of all fire dampers.
- d. Method and amount of combustion air.
- e. Location of all HVAC units. For roof top units include the following:
  - i. Weight of units.
  - ii. Details on roof framing that supports the unit(s).
  - iii. Type of curb and details for such.
  - iv. Engineering, if applicable.
- f. Exhaust hoods and/or vents (provide complete details as applicable).

**6. ELECTRICAL PLAN:**

- a. Single line diagram (include service, feeders, sub panels, conductors, transformers, grounding, etc.).
- b. Panel schedules with circuit identification, description of circuits, and voltage.
- c. Indicate all outlet, fixture, and equipment locations.
- d. Indicate all hazardous electrical locations, as applicable.
- e. Provide complete electrical load calculations.

**7. ENERGY COMPLIANCE:**

- a. Energy calculations as required by Title 24, Part 6.
- b. Exceed by three percent the mandatory California Energy Code Title 24, Part 6 standards.
- c. Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information.

- d. Lighting calculations, including LTG-1 certificate of compliance form and related applicable forms and information.

Note: Show all of the requirements of the energy calculations on the plans.

**8. CALIFORNIA GREEN STANDARDS CODE:**

- a. Chapter 5- NONRESIDENTIAL MANDATORY MEASURES.
- b. All tables in chapter 5 shall be shown on plans.

**9. ACCESSIBILITY**

**10. ADDITIONAL PLANS AND INFORMATION:**

- a. Special inspection requirements.
- b. T-bar ceiling details.
- c. All conditions of approval issued by the Planning Division.

**11. SEPARATE SUBMITTALS:**

The following departments/agencies require separate submittals. All approvals must be obtained prior to issuance of Building Permits unless otherwise authorized by the Building Official.

- a. Planning Division (909) 334-3253
- b. Public Works / Engineering (909) 334-3265
- c. Fire District (909) 902-5280
- d. San Bernardino County Health Department (909) 458-9673

**Electronic Plan Review – Plans Submittal Standards**

Your plan review can begin once the following submittal requirements are met.

**SUBMITTAL REQUIREMENTS**

Plans can be submitted in two ways.

Plans can be uploaded on the Online Portal during the application submittal process. <https://aca.cityofchino.org/citizenaccess>

Plans can be brought to the city hall Building division counter on a USB drive or CD/DVD with files of the project drawings and support documents as follows:

- Place all files on the root folder; do not use sub-folders. See file naming conventions below.

- Only files for the current submittal are to be provided. For example, if your project is a resubmittal, do not include files from the original submission.

Plan drawings shall be uploaded as a single combined multipage file of type "Plans" Other Supporting Documents shall be uploaded as required for the permit type. This may include a fill uploaded for calculations, a file uploaded for specs, etc., as required for the type of permit.

All files should be PDF or PDF/A - Digital documents should be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be

straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements

Unsecured setting - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.

Landscape orientation - All "Plan" documents/drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.

"Supporting Documents", such as calcs, specs and other reports, which are normally 8 ½" x 11", can be uploaded in portrait orientation.

6x6-inch stamp space on Cover Sheet - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

3x3-inch stamp space on each drawing sheet - Provide a 3" x 3" clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.

Scale, legibility and legends - Plans shall be to scale, fully dimensioned, and legible:

Text prints at minimum 10pt font size - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.

Use symbols and grayscale, not color - Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information. Include a legend that defines all symbols. Plans shall be legible when set to print in

Grayscale Index Sheet and Indexed Pages - Provide an Index Sheet that summarizes all the documents in the submittal; Index/bookmark the pages within the PDF. The index should note the unique sheet number, an optional title/description of the sheet is also acceptable.

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