



City of Atascadero

## COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: [permitcenter@atascadero.org](mailto:permitcenter@atascadero.org) if you have questions

### MAJOR COMMERCIAL SUBMITTAL INTAKE CHECKLIST

**INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.**

**MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.**

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

**SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE “B” OR “C”**

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC  
2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

#### **PROJECTS INCLUDE:**

New Commercial  
New Industrial  
New Commercial Shell

#### **TIME FRAMES:**

1<sup>st</sup> Plan Check – 4 weeks  
2<sup>nd</sup> Plan Check – 2 weeks

#### **I. Application and Forms:**

- ☐ Commercial Intake Request Form – Email [permitcenter@atascadero.org](mailto:permitcenter@atascadero.org) prior to schedule intake meeting.
- ☐ Complete Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- ☐ Grant Deed / Title Report
- ☐ Atascadero Mutual Water Company “Will Serve Letter” – Required for new water service.
- ☐ Construction Waste Management Plan
- ☐ County Health Department Approval – Required on any food establishment business prior to permit issuance.
- ☐ OHSPD 3 Requirements – Declaration of request for plan review, inspection & certification form required to be signed at submittal for all new medical buildings.
- ☐ Encroachment Permit (Separate Application) – Required for all work within the City’s Right-of-Way.
- ☐ Public Improvement Plans – If required, applicant must apply separately from commercial structure.

#### **II. Fees:**

- ☐ Advance Plan Check Fee – Determined prior to intake meeting. Additional fees applicable at permit issuance.
- ☐ Development Impact Fee – Payment may be deferred to Final with signed Impact Fee Agreement at permit issuance.
- ☐ School Fees – Required prior to issuance with fees paid to the Atascadero Unified School District. City will provide form.

#### **III. Construction Drawings and Support Docs (4 complete sets):**

*\*Note: A commercial shell building is a “SHELL” building only. No mechanical equipment, interior plumbing (except fire sprinkler system), electrical (switches, light fixtures, and/or receptacles are permitted for security), or interior partition framing is included in a shell project. There is no occupancy approval upon completion of a commercial shell building project. A tenant improvement, complete with State Energy Title 24 compliance, all mechanical, electrical, plumbing (including accessibility compliance) and interior wall framing is required prior to issuance of a certificate of occupancy.*

- ☐ All items included in Civil and Planning Drawings (see IV. on page 2)



City of Atascadero

## COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: [permitcenter@atascadero.org](mailto:permitcenter@atascadero.org) if you have questions

- ☐ **Cover Sheet** – List all proposed occupancies and all deferred submittals. For commercial shell buildings provide a statement “THIS STRUCTURE IS A SHELL ONLY. NO OCCUPANCY IS PERMITTED UNTIL A TENANT IMPROVEMENT IS COMPLETED AND APPROVED, AND A CERTIFICATE OF OCCUPANCY IS ISSUED.”
- ☐ **Floor Plans**
- ☐ **Site Plan** – Shall show all property lines including bearings & distances, existing street improvements, basis of bearings, street right-of-way, topography, existing utility mains & services, proposed utility services, trenching, existing & proposed driveways, parking, landscaping, and any vegetation within 20-feet of construction activity
- ☐ **Architectural Elevations**
- ☐ **Conventional Construction**
- ☐ **Structural Calculations** – If you are proposing non-conventional construction per CBC.
- ☐ **Truss Calculations**
- ☐ **Methods / Materials / Detail Sheets** – Methods and materials based on Fire Severity Zone (see handout).
- ☐ **Title 24 State Energy Analysis**
- ☐ **Electrical Sheet** – Must show lighting compliance with Title 24 State Energy Regulations.
- ☐ **Geotechnical Report / Soils Report**
- ☐ **One (1) Additional Floor Plan for County Assessor** – Min. 11”x17”
- ☐ **Fire Sprinkler Plans / Fire Alarm Plans / Hood Suppression System (2 complete sets)** – This is a separate deferred addendum permit that must be submitted for prior to issuance of new structure permit.

#### IV. Civil and Planning Drawings (2 sets required at submittal):

- ☐ **Native Tree Protection Fencing** – All native tree drip-lines (where the branches extend, not just the trunk) within 20-feet of proposed construction activity shall show tree protection fencing.
- ☐ **Arborist Report** – Construction activity within native tree drip-lines (where the branches extend, not just the trunk) or native tree removal requires a report from a certified arborist. A separate planning application is required when removing native trees. To find an ISA certified arborist visit <http://www.isa-arbor.com/findanarborist/arboristsearch.aspx>.
- ☐ **Grading & Drainage Plan** – Grading over 50 cubic yards requires a grading plan showing cut and fill, existing topography, proposed finished grades, finished floor elevation, elevation benchmark (location & elevation. If grading over average slopes of 10% contact Planning Services (805) 461-5035.
- ☐ **Stormwater Run-Off Analysis or Hydrology Report** – (as applicable)
- ☐ **Sediment and Erosion Control Plan** – Separate plan sheet required. May be included on grading & drainage plan for minor projects.
- ☐ **Septic System Design and Percolations Test** – Required if City Sewer is not available.