



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

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.

Note: 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 92 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 – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE
(TITLE 24)

PROJECTS INCLUDE:

New Commercial
New Industrial
New Commercial Shell

TIME FRAMES:

1st Plan Check – 4 weeks
2nd Plan Check – 2 weeks

I. Application and Forms:

- Email permitcenter@atascadero.org to schedule an intake meeting or request an upload link for digital submittal.
- Complete Building Permit Application - Signed by Property Owner, Authorized Agent, or Licensed General Contractor.
- Title Report – Must be current within 6 months.
- Atascadero Mutual Water Company “Will Serve Letter” – Required for new water service.
- Construction Waste Management Plan (available at the front counter or by requesting a pdf from permitcenter@atascadero.org).
- County Health Department Approval – Required for 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 at the 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.*



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

Email: permitcenter@atascadero.org if you have questions.

REV JULY 2026