



BUILDING PERMIT APPLICATION
COMMERCIAL

City of Visalia Community Development
315 East Acequia Avenue
Visalia, California 93291
(559) 713-4444

PLAN CHECK NO.

Please fill out all of the areas which apply below **AND** on the reverse side. Plan check fees are to be paid and this form is to be filled out **COMPLETELY**.

To begin the plan check process, **PLANS SHALL BE SUBMITTED IN PDF FORMAT.** Plans shall include Structural, Truss and Energy Cacualtions, Soils reports etc.

PROJECT ADDRESS: _____

Parcel No.: _____

Subdivision: _____

Historic District? Yes No

SITE PLAN NO.: _____

SQUARE FOOTAGE: _____

VALUATION: _____

EXISTING SPRINKLER : YES NO

FLOOD ZONE YES NO

PROPERTY OWNER: _____

Address: _____

City, State, Zip: _____

Phone: _____

TYPE OF PERMIT: _____

LIST OF PERMIT TYPES

ALTCOM	Commercial Alteration	MFD	Multi-Family Dwelling
CODECOMP	Code Compliance	PATIO	Patio
COM	New Commercial	PLUMB	Plumbing
DEMO	Demolition	POOL	Pool
ELEC	Electric	REROOF	Reroof
ENCR	Encroachment	SEWER	Sewer Connection
FENCE	Fence	SIGN	Sign Site
MECH	Mechanical	SITEIMP	Improvement

APPLICANT/CONTACT: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email address: _____

CONTRACTOR: _____

License: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

ARCHITECT/ENGINEER: _____

SUB-CONTRACTOR _____

DRAFTSPERSON: _____

License No.: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

LENDER: _____

Address: _____

City, State, Zip: _____

Phone: _____

DESCRIPTION OF WORK: _____

Licenses To encroach are NOT valid without an Underground Service Alert (USA) Number. Call 1-800-227-2600.

USA No.: _____ Related Building Permit No.: _____

THIS APPLICATION SHALL EXPIRE 180 DAYS FROM DATE RECEIVED UNLESS A BUILDING PERMIT HAS BEEN ISSUED.

APPLICATIONS ARE ACCEPTED AND PERMITS ARE ISSUED BETWEEN 9:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY, EXCLUDING HOLIDAYS.

INCOMPLETE SUBMITTALS CANNOT BE ACCEPTED

NOTE: The contractor is required to have a valid City of Visalia Business Tax Certificate, current copies of Certificate of General & Auto Liability Insurance and Woker's Compensation on file with the City of Visalia Community Development Department prior to issuance of permits.

JSINESS TAX CERTIFICATE EXPIRES: _____ W.C. INS. EXPIRES: _____

AUTO INSURANCE EXPIRES: _____ GENERAL LIABILITY EXPIRES: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

CITY OF VISALIA
COMMERCIAL
PLAN SUBMITTAL CHECKLIST

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process cannot proceed. Plans must have the stamped and signed signature of a state licensed architect or engineer responsible for their preparation. **Check the items that are included.**

- ☐ **PLANS IN PDF FORMAT ARE REQUIRED.**
- ☐ **PERMIT APPLICATION FORM, plan check FEE (non-refundable), indicate SITE PLAN REVIEW NUMBER.**
- ☐ **COMPLETE SITE PLAN:** To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants and fire flow calculations per currently adopted CFC, location of water and sewer service connections at the city mains and to each building and REQUIRED YARDS for building area purpose.
- ☐ **LANDSCAPING AND IRRIGATION PLANS, including required street trees.**
- ☐ **CONDITIONAL USE PERMIT, VARIANCES, OR PLANNED DEVELOPMENT conditions of approval.**
- ☐ **COMPLETE CIVIL PLAN:** Including proposed grading plan, existing topography, building pad and finished floor elevation (city datum), parking lot grades, and wall footage elevations.
- ☐ **OCCUPANCY CLASSIFICATIONS:** Type of construction, basic allowable area or rationale for allowable area increase, building use and valuation.
- ☐ **OCCUPANCY CHANGE:** Indicate if this permit is for an occupancy change. Specify previous business or use.
- ☐ **COMPLETE FLOOR PLAN:** To SCALE and DIMENSIONED.
- ☐ **FOUR MAJOR ELEVATIONS** (minimum).
- ☐ **STRUCTURAL PLANS:** Complete structural plans to include foundation, floor, and roof framing and all details and connections.
- ☐ **STRUCTURAL CALCULATIONS, including vertical and lateral design, based on the 2016 CBC Part 2, Volume 2 or currently adopted CBC.**
- ☐ **TRUSS AND ENERGY CALCULATIONS:** This will include layout, truss calculation sheets keyed to layout, size and type of connections and lateral bracing plan.
- OR

☐ **“STAMP”:** Calculations must be stamped and signed by the design engineer.
- ☐ **COMPLETE PROJECT SPECIFICATIONS.**
- ☐ **ELECTRICAL FLOOR PLAN:** Including service size calculation, location of sub-panels, and feeder sizes and a complete one-line diagram.
- ☐ **FIRE DEPARTMENT MAINTENANCE PLAN:** One 8-1/2” x 11” size copy of each floor plan (for Fire Dept. Maintenance File).
- ☐ **MECHANICAL PLAN:** Indicating size and location of units and size of ducts and outlets.
- ☐ **PLUMBING PLAN:** Indicating location of DWV system and water and gas piping size calculations and schematics.
- ☐ **CONSTRUCTION & DEMOLITION PLAN per Chapter 8.28 & 8.29**
- ☐ **SIGN PERMIT:** Submit plot plan. Include all existing and proposed sign elevations, construction details for attachment, and wiring details for proposed sign(s).
- ☐ **COMPLETED RECYCLING & REUSE PRE-PLAN:** Submit a completed Recycling and Reuse Pre-plan form.
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- ☐ **ALL PLANS MUST BE COMPLETELY ASSEMBLED AND STAPLED PRIOR TO SUBMITTAL.**

INCOMPLETE SUBMITTALS CANNOT BE ACCEPTED

I have reviewed this checklist, and I recognize that delays are caused by inadequate plan submittals.

PRINT OR TYPE NAME: _____

SIGNATURE: _____

DATE: _____

ABOUT VUSD FEES: Pursuant to Government Code Section 66020(d) (1), this is to notify you that a 90-day period, in which you may protest to the school district(s) the imposition of Fees or other payment identified above, begins to run from the date they are paid to the school district(s) or to another public entity authorized on the district(s) behalf, or on which this building or installation permit for this project is issued, whichever is earlier.