A. New commercial projects require Planning Division Site Plan Review. Please visit the Planning Division public counter or telephone (714) 647-5804 for additional information.

B. Note that separate plans, plan reviews, permits and fees are required for electrical, plumbing, mechanical, and fire sprinkler system. Visit the Building Safety Division permit counter or telephone (714) 647-5800 for submittal requirements and processing procedures. You may also visit our website at www.santa-ana.org for additional information and to obtain copies of our public handouts.

C. Permit applicants for larger projects can be better assisted by telephoning (714) 647-5800 and making a submittal appointment with a permit technician.

D. Building Safety Division Public Counter Hours:

   Monday, Tuesday, Thursday and Friday 8:00 a.m. – 4:00 p.m.
   Wednesday 10:00 a.m. – 4:00 p.m.

E. Submittal Checklist:

   ____ 1. Complete a Building Permit application worksheet for each building, independent structure, sign, fence, trash enclosure, etc. Only work specified under “job description” on each application will be reviewed and permitted.

   ____ 2. The drawings must show compliance with the California Building Standards Code and clearly show all work to be done under the subject building permit application.

   ____ 3. Five (5) complete sets of blue or black line prints are required. Minimum size drawings 18”x24”.

   ____ 4. Provide structural calculations and drawings, stamped and signed by a California licensed architect or registered civil engineer. Preliminary or initial submittals do not require a signature.

   ____ 5. Submit two (2) copies of a geotechnical report for the subject project in accordance with California Building Code (CBC) Chapter 18, Soils and Foundations and Appendix J, Grading. The geotechnical engineer shall address the potential of liquefaction.

   ____ 6. A fully dimensioned site plan on each set of drawings and a site plan on a separate 8½”x11” sheet of paper shall be required. Disabled access compliance must be shown on the site plan.

   ____ 7. Site plan must show all property lines of record including “interior” property lines. Buildings shall not be constructed over property lines.
8. It is the project designer's/property owner's responsibility to show compliance on the drawings with all applicable Federal and State Accessibility Standards.

9. Energy Conservation Standards compliance shall be required to be shown on the plans and on required documentation. It is the applicant's responsibility to obtain an energy plan check from a qualified reviewer. Obtain a copy of the "Energy Efficiency Compliance Documentation" handout if you are not familiar with said requirements.

10. Occupancies storing, handling, using, and/or selling hazardous materials, liquids, and chemicals shall submit a list of all said materials, listing their quantities and how they relate to specific California Building Code Table Nos. 307.1(1) and 307.1(2) items. The quantities of each item must be listed in respect to use in an open system, used in a closed system, or storage. A detailed use in a closed system or storage. A detailed description of the manufacturing process, storing and handling of hazardous materials shall be submitted for review. This comment applies only if an exempt amount is exceeded.

11. Occupancies using hazardous materials are subject to special requirements. It is the applicant's/owner's responsibility, PRIOR TO SUBMITTAL, to make this known to the Building, Planning, or Fire Departments.