



Minimum Requirements for Submittal of Commercial/Industrial Plans

The major codes adopted by the City of Upland are:

2022 CBC, CPC, CMC, CEC, CRC, CAL GREEN, ENERGY CODE, 2022 CA FIRE CODE

SUBMIT TO THE BUILDING DEPARTMENT

- A complete digital set of plans through [CSS Portal](#)
ALL ITEMS LISTED BELOW MUST BE INCLUDED WITH PLANS
 - Structural Engineering calculations with Engineer's signature on cover sheet (Digital signature is acceptable). Energy calculations (TITLE 24).
 - Soils report and/or geological report.

PLANS SHALL CONSIST OF:

1. PLOT PLAN

- Fully dimensioned with legal description and lot lines indicated.
- All site improvements including existing and proposed construction, parking, light standards, trash enclosures, etc.
- Grades and elevation of site and building.
- Path of travel for disabled (From street, parking spaces, and building).
- Location of existing and/or proposed utilities and all easements.
- Project address along with owner's name and address.
- Building location, occupancy classification, floor area, type of construction, number of stories, height, occupant load, sprinklers, and area separation wall(s).

2. FOUNDATION PLAN

- Provide plan view of foundation, showing all footings, type and size, and cross referenced to proper details.
- Note soil type and all allowable soil bearing pressure used for building design.
- Indicate all steel reinforcement, anchor bolt and hold own sizes and locations, wire mesh, vapor barrier, etc.

3. BUILDING PLANS

- Fully dimensioned floor plan showing use of all occupied space (office, storage, etc.), exits, area separation walls, corridors, etc.
- Fully dimensioned cross sections and details.
- Show all elements of construction (walls, partitions, cabinets, shelving, etc.) on floor plan and door & window schedule.
- Interior finish schedule.
- Show fully dimensioned elevations.
- Complete structural plans, calculations and specifications.
- Final plans to be stamped and signed by the professional responsible for their preparation.
- Plans, details, and specifications for disabled access compliance.



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- Energy compliance forms and mandatory measures.
- Detail all Fire Rated elements and penetrations of Fire Rated elements.

4. PLUMBING AND MECHANICAL PLANS

- Provide plumbing isometric/schematic showing sewer, soil, waste, vents, and cleanout sizes and material.
- Show water and waste piping system, pipe sizes, pipe material, and all plumbing fixtures.
- Show location of all gas meters and all gas piping including size on outlet side of meter. Show location of heating and air conditioning equipment including manufacturer's name, model number, and weight of equipment.
- Show duct and register locations, material and sizes indicate location of Fire Dampers.
- Location of roof top units and equipment.
 - a. Weight of units.
 - b. Details on roof framing, supporting units and/or equipment.
 - c. Type of curb: detail from unit to curb and from curb to roof framing.
- Energy compliance forms and mandatory measures.
- Engineering with stamp and signature on plans (if applicable).

5. ELECTRICAL PLANS

- Provide single line diagram showing service, feeders, panels, conductors, disconnects, over current protection, grounding methods, and service load calculation.
- Provide a panel schedule with circuit identification, description of circuits, and volt/amps. Provide fixture plans and schedule showing all outlets, switches, lighting, exit signs, and emergency power.
- Location of fixed appliances and exhaust fans.
- Horsepower/KWHS/tons per unit.
- Roof framing supports used for units.
- Mounting specification.
- Energy compliance forms and mandatory measures.
- Engineering, if applicable, with stamp and signature on plans.