



CITY of NORCO

BUILDING and SAFETY DIVISION
2870 CLARK AVENUE (951) 735-3900 FAX (951) 270-5640 NORCO CA 92860-0428

This handout is designed to assist you in preparing your building plans for submittal to the City of Norco. Plans will not be accepted for plan review unless the items listed on this handout are included.

The current model codes currently adopted by the City of Norco are the 2007 California Building Codes

Five (5) complete sets of plans must be submitted. The plans must be drawn to scale on substantial paper exactly as the building is to be constructed. Defaced, incomplete, indefinite or faded plans will not be approved. All plans are to be blue printed or inked drawings. Plans must consist of the following:

- Site Improvement Permit** - For the parking lot, its striping, on-site curb and gutter, on-site sidewalks, the trash enclosure(s), walls, handicapped parking and route of travel, etc. Submit to the Building Dept for permits, (3) sets of **approved** Precise Grading Plan and details only. Specify quantities (lineal footage of curb and gutter, area of pavement and sidewalks, etc). For information, contact (951) 270-5618.
- Site Lighting Permit** - Submit to the Planning Dept for approval, (4) sets of detailed on-site photometric lighting plans specifying the style, illumination, location, height and method of shielding. Then submit (3) sets of the **approved** plans with (2) sets of structural calcs designed and wet-signed by engineer for the footings to the Building Dept for permits. For information, contact (951) 270-5682.
- Landscape Permit** - For the site irrigation, planting and landscape features. Submit to the Planning Dept for approval, (4) sets of Landscape **(Only)** plans indicating all components of the landscaping system. Specify the size and types of all plants, the details of the irrigation system, and the locations of all backflow prevention and electrical components. Provide construction details for any special landscape features (rock formations, fountains, ponds, etc). Then submit (3) sets of the **approved** plans to the Building Dept. for permits. For information, contact (951) 270-5682.
- Sign Permit(s)** - For all on and off-site signage. Submit to Planning Dept for approval, (4) sets of Sign plans. Then submit (3) sets of the **approved** plans and (2) sets of structural calcs designed and wet-signed by engineer for the footings (if applicable) to the Building Department for permits. For information, contact (951) 270-5682.
- Encroachment Permit** - For all improvements within the City right-of-way. Obtained from the Engineering Dept. For information, contact (951) 270-5618.
- Grading Permit** – For all site earthwork, retaining walls, drainage piping and structures, etc. Submit to the Engineering Dept (2) sets of grading plans with details, hydrology study and soils report. . For information, contact (951) 270-5618.
- Fire Permits** – For fire sprinklers, on-site fire lines and hydrants, and monitoring systems. Submit (3) sets of plans/calcs to the Building Dept for Fire Dept approval. Fire Sprinkler plans must be **submitted prior** to the issuance of any Building Permits. For information, contact (951) 737-8097.