



COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

Please provide the following plans and documentation, when submitting plans to the Building Department, for each new commercial structure: **A Plan Check Fee is required at time of submittal.**

- (4) sets of complete construction plans. Include full architectural, structural, electrical, plumbing & mechanical plans. **Maximum size, 24" x 36"**.
- (2) of the above sets should be stamped & wet-signed by the design professional(s). **No double sided copies will be accepted.**
- (2) sets of Structural calcs wet-signed by the Engineer.
- (2) sets of Truss plans & calcs wet-signed by the Engineer or list truss plans as deferred on plan cover sheet.
- (2) sets of Title 24 calcs wet signed by the preparer.
- (2) Soils Reports wet-signed by the Engineer.
- (2) Compaction Reports wet-signed by the Engineer. (Prior to permit issuance)
- (2) Rough Grade Pad Certs wet-signed by the Engineer. (Prior to permit issuance)

Norco Design Parameters:

- 1) Norco has been designated a 90 MPH, Exposure "C" wind area.
- 2) Norco is located in Seismic Zone D and E.
- 3) Norco is located in Climate Zone 10.
- 4) 2022 California Building Code
- 5) 2022 CPC
- 6) 2022 CMC
- 7) 2022 CEC (based on 2018 NEC)
- 8) Norco Municipal Code



The City of Norco Building & Safety, Planning and Engineering Departments may require the following ADDITIONAL BUILDING PERMITS to be obtained for the development of a commercial property:

- 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) 270-5616.
- Site Lighting Permit** - Submit to the Planning Dept for approval, (4) sets of detailed on-site photo-metric 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 96 MPH (or the current ASCE hazard mapping for this area), Exposure "C" wind for the footings to the Building Dept for permits. For information, contact (951) 270-5662.
- 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) 270-5662.
- Sign Permit(s)** - For all on and off-site signage. Submit to Planning Dept for approval, (4) sets of Sign plans Prior to Building Department approval. Then submit (3) sets of the **approved** plans and (2) sets of structural calcs designed and wet-signed by engineer for 96 MPH, Exposure "C" wind (or current ASCE wind loads) for the footings (if applicable) to the Building Department for permits. For information, contact (951) 270-5662.
- Encroachment Permit** - For all improvements within the City right-of-way. Obtained from the Engineering Dept. For information, contact (951) 270-5627.
- 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) 270-5627.
- Fire Permits** – For building sprinklers submit (3) sets of plans/calcs and monitoring systems, submit (3) sets of plans/calcs to the Building Dept for Fire Dept approval. For on-site fire lines and hydrants submit (3) sets of plans/calcs to the Fire Dept for approval. For information, contact (951) 737-8097.



Certification of Building Setbacks

The Building Department requires that all building setbacks be certified by a civil engineer or licensed land surveyor prior to foundation inspection.

This shall apply to all new Commercial Buildings.

The certification document shall:

- 1. Reference the building permit number and address.**
- 2. Specify the lot number on tract homes.**
- 3. State that the new building(s) meet all minimum setback requirements of the Norco Zoning Code.**
- 4. State that the actual setbacks were verified to be within plus or minus 6” of those noted on the approved building plans.**
- 5. Bear the wet-stamp and signature of the engineer or surveyor.**

Property line monuments shall be verified, and re-established if necessary, on existing lots as part of the verification process.



Certification of Building Placement and Elevation

The Norco Building Department requires that all new freestanding buildings must have their placement and elevation certified by a licensed land surveyor and/or the Civil Engineer of record for the project. This requirement shall apply to all new commercial and residential buildings within the city limits. For smaller projects, if the location and elevation of the structure may be readily verified by marked property lines and the elevation of adjacent structures, curbs, streets or other monument then this requirement may be waived by the Norco Building Department.

The certification must contain the following information:

- Letterhead of the entity of the certifier.
- Stamp of the licensed individual (surveyor or engineer) performing the certification.
- Wet signature of the individual performing the certification.
- A statement of verification that the location of the structure under construction has been verified and the method of verification including orientation, elevation, property line setbacks and dimensions of the structure itself.
- The lot or building number on multi building developments.
- The building address and permit number.

Notice: Property line monuments shall be verified and re-established if necessary on existing lots as part of the verification process.