



City of Morro Bay

Community Development Department

Commercial Building Permit Submittal Requirements

General Application Requirements

Paper Submittals: 5 full sets of plans 24"x36".

Digital Submittals: Please upload application to the City's Community Portal:

https://app03.cityworksonline.com/CLIENT_MorroBayCA-Public/login

NOTE: Below are the minimum submittal requirements. Additional information may be required to fully evaluate your application following initial review by staff.

- Complete Application – signed by Owner or Agent (with signed consent of landowner form)
- Plan Review Fee

Construction Plans – THREE SETS:

- Cover Sheet / Index
- Site Plan
- Floor Plans
- Elevations
- Sections
- Detail Sheets
- Landscape Plan
- Grading, Drainage, and Erosion Control Plan
- Conditions of Approval (from Planning Permit) - full-size plan sheet, inserted into plans

Supporting Documentation – TWO SETS (8 ½" x 11"):

- Soils / Engineering Geology report AND Letter of Verification from Soils Engineer or Soils Waiver Request (if addition is under 500 square feet)
- Structural calculations
- Drainage calculations
- Title 24 energy analysis
- Truss calculations
- Fire sprinkler plans (may be deferred, submit to MB Fire)

County Health Department Approval: Where required prior to permit issuance.

Asbestos – Construction and/ or Grading Clearance: Contact SLOCO Air Pollution Control District, at 805-781-5912 or www.slocleanair.org for their requirements

MINIMUM BUILDING PERMIT SUBMITTAL REQUIREMENTS

Generally, the submittal shall contain adequate information, organized in such a way, which will readily allow:

1. The **reviewer** to verify substantial conformance with the applicable Codes and Ordinances.
2. The **builder** to construct the improvements from the information provided on the plans.
3. The **inspector** to observe that construction is carried out in substantial conformance with the plans.

Governing Codes (As adopted by the City of Morro Bay Municipal Code Ordinance, Title 14 MBMC)

2025 California Building Code	2025 California Residential Code
2025 California Mechanical Code	2025 California Electrical Code
2025 California Plumbing Code	2025 California Energy Code
2025 California Fire Code	2025 California Green Building Standards Code

Typical Design Criteria

Site Class - Typically site class D, unless otherwise identified by the Soils Engineer

Seismic Design Category - Typically D or D₂. Shall be determined on a site basis.

Basic Wind Speed (adjusted) - 85 miles per hour CBC Table 1609.3.1

Exposure Category - B, C, or D. Shall be determined on a site basis.

Soils Report Policy

A Soils Report shall be submitted with all applications for grading or foundation work. The Building Official may waive this requirement for detached garages, agricultural structures, utility structures, and other work that is deemed to not warrant a geotechnical investigation. Applicant shall submit written justification if waiver is desired.

Building Ordinance

Title 14 of the Municipal Code contains modifications of the State Codes as well as additional regulations, pertaining to buildings and construction. Title 14 is available on the City website.

Community Development Department Standard Drawings and Specifications

The Standard Drawings and Specifications provide standards and typical details for improvements in the public right-of-way such as sidewalks, curb & gutter, driveway approaches, and street trees. A supplement to the Standards, the "Stormwater Management Guidance Manual For Low Impact Development & Post-Construction Requirements" includes requirements for stormwater management.

Energy Compliance

Submittals shall include documentation of compliance with the applicable Building Energy Efficiency Standards.

A Certificate of Compliance (ENV-1) for non-residential, with all applicable signatures, shall appear on plans. Provide heat loss calculations or specify the alternative component package used. Show all mandatory measures on the plan. For computer method compliance, submit two (2) copies of calculations.

Note: Some projects may require additional documentation. Please visit the California Energy Commission website for additional forms and further information. <http://www.energy.ca.gov>

Naturally Occurring Asbestos

Prior to issuance of a permit for work involving grading or excavation, an applicant must contact the SLO Air Pollution Control District (APCD) and submit to the Building Official an approved Asbestos Dust Mitigation Plan / Health and Safety Program or exemption letter.

Demolition Containing Asbestos

Prior to issuance of demolition permits (excluding residential buildings having four or fewer dwelling units) the applicant must contact the SLO Air Pollution Control District (APCD) and obtain Asbestos Clearance.

Environmental Health Clearance

Prior to issuance of a building permit for the remodel or construction of dining and food preparation facilities, the applicant shall submit to the Building Official a copy of the plans bearing approval of the County Department of Environmental Health.

MINIMUM REQUIREMENTS FOR CONSTRUCTION PLANS

General

- ✓ Drawings to standard scale/scale identified on each sheet.
- ✓ All drawings on same size paper and bound (minimum sheet size 11"x17", 24"x36" plans shall be standard)
- ✓ Site Plan or Cover Sheet shall be the first sheet, conditions of approval on the last sheet.
- ✓ Project reference information on every sheet, all drawings dated, numbered, labeled and legible.
- ✓ Show conformance with all Planning and other agency approvals, including conditions of approval and environmental mitigations where applicable. Projects requiring approval by other agencies, such as the California Coastal Commission, shall submit plans stamped approved by those agencies.

Site Plan

- ✓ See separate handout specifically addressing site, grading, and drainage plans
- ✓ Vicinity map, north arrow, property lines, easements, setbacks and topography.
- ✓ All buildings, structures, projections and/ or other improvements.
- ✓ Locations of existing and proposed overhead and underground utilities on and adjacent to the site.
- ✓ Parking and average natural grade calculations.

Grading and Drainage Plan

- ✓ Drawn to an appropriate engineering scale.
- ✓ Property lines with bearings and distances.
- ✓ Cut/ Fill quantities.
- ✓ Site contours at two or one foot intervals showing existing onsite and neighboring drainage patterns.
- ✓ Show proposed and existing structures (indicate whether they will be removed or left in place.)
- ✓ Dimensions showing location of proposed and existing structure(s) to the property lines.
- ✓ Retaining walls with elevations at the top and bottom of wall.
- ✓ Construction notes including 24-hour contact information for person responsible for erosion control.
- ✓ Drainage arrows with spot elevations and any other drainage facilities needed.
- ✓ Erosion control plan and details.
- ✓ Refer to specific City Standards where appropriate.
- ✓ Project Benchmark (vertical control for the project that won't be disturbed by grading operations.)
- ✓ If grading exceeds one acre in total area, then a Stormwater Pollution Prevention Plan will need to be developed and submitted to the Regional Water Quality Control Board
- ✓ Location of flood plain and flood plain elevations if the property is located partially or fully in a flood plain.

Floor Plan(s)

- ✓ Exterior and interior walls and dimensions.
- ✓ Location and size of openings (doors, windows and associated size or schedule).
- ✓ Location of plumbing fixtures.
- ✓ Cabinetry shown at kitchens and baths (cabinets, countertops, linens, etc.)
- ✓ Reference lines for story above or below, eaves, and cantilevers (use dotted or dashed lines to show location of exterior wall or other pertinent features of story above or below.)
- ✓ Label or illustrate all rooms/spaces as to their proposed use.
- ✓ Stair or elevator locations shown
- ✓ Exterior decks, patios, and/ or landings
- ✓ Locations of fire-rated or fire-resistive construction.
- ✓ Location of fireplace, furnace and/or water heater.
- ✓ References to sections or details as needed.

Foundation/Floor Framing Plan:

- ✓ Footings, grade beams and slabs on grade, incorporate recommendations of the soils engineer.
- ✓ Footing section tags, referencing detail drawing for each footing or retaining wall configuration.
- ✓ Location of shear walls/braced wall panels include shear schedule.
- ✓ Location of hold downs and other foundation hardware.
- ✓ For raised floor foundations, vent calculations, show location of vents and under-floor access.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfca/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.