

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



COMMERCIAL PLAN REQUIREMENTS NEW BUILDINGS AND ADDITIONS

Building, mechanical, plumbing and electrical permits are required for all new commercial buildings and additions. Most projects will also require grading and site improvement permits and may require a demolition permit. Off-site permits may also be required from the Engineering Department and a fire protection system permit from the Fire Department. In order to expedite the issuance of your permits, submit complete sets of plans, including all related disciplines. Incomplete submittals will cause delay in the approval of your project. If you have any questions, contact Building & Safety Department staff at City Hall or at the phone number listed above.

The following are guidelines for preparation and submittal of your plans. Specific plan requirements will depend largely upon the extent, nature and complexity of the work to be done. Some items listed below may not be required for your specific project. **BE SURE TO INCLUDE ALL OF THE PERTINENT INFORMATION AND DRAWINGS.**

Construction of new commercial buildings and additions are required to be designed by an architect or engineer.

If the interior of the building is going to be completed at the same time as the shell, refer to the handout for Tenant Improvement for additional requirements.

1. PLAN REQUIREMENTS:

- ❑ **Plan Size:** Prepare plans on paper that is at least 22 inches x 17 inches in size.
- ❑ **Sets of Plans:** Submit five (5) complete sets of plans.
- ❑ **Clarity:** All plans shall be prepared to be sufficiently readable and clear for creating a digitized record. Plans shall be quality blue or black ink line drawings with uniform light (white) background color. Pencil drawings are not acceptable, but copies of pencil drawings can be submitted provided copies are readable with good contrast.
- ❑ **Dimensions:** Plot Plans, Floor Plans and other plan view drawings shall be fully dimensioned and shall have a north arrow.
- ❑ **Scale:** All drawings shall be drawn to an adequate scale with scale indicated. Recommended scales for drawings are:

Plot Plans:	1/8" = 1', 1"=10' or 1"=20'	Floor and Roof Framing:	1/4" = 1'-0" or 1/8" = 1'-0"
Floor Plans:	1/4" = 1'-0"	Building Cross Sections:	1/4" = 1'-0" or 1/2" = 1'-0"
Foundation Plans:	1/4" = 1'-0" or 1/8" = 1'-0"	Exterior Elevations:	1/8" = 1'-0" or 1/4" = 1'-0"

- ❑ **Existing and New Construction:** Throughout the plans, be sure to label all new (N) and existing (E) construction, components and fixtures to distinguish between new work to be done and the existing work.
- ❑ **Completeness:** Please remember, the more complete and accurate the drawings and submittal documents, the sooner your permits can be issued.

- ❑ **Signature:** The person who prepared the plans must sign each sheet. If any of the plan sheets are prepared by a licensed architect or registered engineer, that individual must stamp and “wet” sign at least two copies of each of the sheets he or she has prepared in accordance with the California Business and Professions Code prior to plan approval. Plans for elements of the structure designed by others must be reviewed and signed by the Engineer or Architect of record. [California Business and Professional Code 5536.1, 6735]

2. PROJECT INFORMATION - On the first sheet of the plans, provide the following information:

- ❑ **Name of Architect or Engineer:** The printed name, address and telephone number of the firm who prepared the plans.
- ❑ **Address and Owner:** List the street address of the property and the name of the legal owner of the property.
- ❑ **An Index of the Drawings:** List each sheet number and a description in an Index of the Drawings.
- ❑ **Scope of Work:** State the complete scope of work to be performed under this permit.
- ❑ **Project Information:** State the area in square feet of the building (or areas of buildings for multiple buildings); the Occupancy Group or Groups; the Type of Construction; the Occupant Load of each floor; and whether or not the building is or will be equipped with fire sprinklers.

Include an allowable building area calculation or analysis which identifies floor area increases due to location on property, multi-stories, unlimited area provisions, fire sprinklers, etc.

- ❑ **Deferred Submittals:** List all proposed deferred submittals (e.g. roof trusses, pre-fab stairs, etc.). Deferred submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the documents have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval.
- ❑ **Building Codes:** All work must comply with the 2013 California Building Code (CBC), 2013 California Plumbing Code (CPC), 2013 California Mechanical Code (CMC), 2013 California Electrical Code (CEC), 2013 California Energy Code based upon 2013 Building Energy Efficiency Standards (CEnc), 2013 California Green Building Standards Code (CalGreen) and 2014 Milpitas Municipal Code (MMC).

3. ARCHITECTURAL PLANS - The following are minimum architectural plan requirements for most projects:

- ❑ **Site (Plot) Plan:** Show the property lines, location of existing buildings, other structures on the site, proposed new building or addition, location of easements, and locations of adjacent streets or alleys.
 - Show front, side and rear setback dimensions, dimensions to easements, and dimensions between buildings, if there is more than one building on the site.
 - Show finish floor elevations, elevations of finish grade adjacent to buildings, established street grades, drainage patterns, locations, and gradients of cut or fill slopes.
 - Show location of fire services and devices (FDC/PIV, hydrants).
 - Show all parking including regular and accessible parking spaces, especially note van spaces.
 - Show accessible route or routes of travel from the public way and accessible parking to building entrances and exits, routes of travel between buildings on the same property and all other site accessible features including signage.
 - Prior to issuance of building permit, all the easements including private storm drain easement through adjacent parcels shall be recorded.

- The developer shall include interim erosion control provisions and schedules in the construction plans for areas, which will not have permanent erosion control features installed (such as landscaping) prior to occupancy so that erosion and sediment control can be sustained through the rainy season per MMC II-13-10.
- ❑ **Floor Plan:** The Floor Plan must show all rooms, and if an addition all existing rooms. Label the use of each room and the occupancy type of each room when there are multiple occupancies or uses.
 - Show all fire-resistive systems and their ratings.
 - Provide door and window schedule including hardware.
 - Define and label areas for demolition either on the floor plan or a separate demolition plan. A separate plan is required if applicant desires a demolition permit be issued prior to the building permit. Demolition work requires written verification of notification to BAAQMD (J number) or a declaration that notification is not required. A recycling plan may also be required. Refer to the separate handout “Demolition Permit Submittal Requirements” for more information.
 - Illuminated floor-level exit signs and path marking shall be provided in all interior corridors, unless protected throughout by an approved supervised fire sprinkler system, per CBC Sections 1011.6 & 1011.7.
 - Tactile exit signs shall be provided at locations listed in CBC Section 1011.4.
 - Separate toilet facilities shall be provided for each sex when number of people served exceeds 10 or 50 in mercantile and business occupancies as per CPC Section 422.2.
 - Where work is limited to a new detached accessory structure and the existing main building is not being altered or remodeled, a floor plan of the main building is not required.
- ❑ **Exiting Plan:** Show the exiting system including rated components and relationship of rated walls to roof structure, ceilings and floor. Indicate the occupant load of each space or room. Show all paths of travel to exits, their distances and exit width calculations. Provide adequate separation between required exit doors per CBC Section 1015.2.
- ❑ **Reflected Ceiling Plan:** Show ceiling framing system, elevations, finishes, exit signs, electrical and mechanical.
- ❑ **Roof Plan:** Show a plan view of new roofs, and existing roof if modifications are being made including installation of new or replacement of equipment. Provide a section through the roof showing the heights of the equipment, ductwork, parapets and equipment screens. Indicate roof slope, roof slope direction, existing and proposed roof materials and fire-resistive classifications. Roofing must be a minimum of Class C, or Class B when required by Table 1505.1 based upon Type of Construction. A “cool roof” must be installed when required by the California Energy Code.
- ❑ **Elevations:** Show exterior elevations or views of all sides of new building and addition.
 - Clearly show the maximum building height based on the definition in CBC Section 502.
 - Specify the proposed exterior wall finish, material, thickness and installation details.
- ❑ **Cross Sections:** At least one (1) detailed cross section is required. Provide additional sections where needed to fully explain the intended construction. Provide the important details of the relationship of foundations, floors and roof to walls, ceilings and other construction, and if an addition, how the new construction will join the existing building at foundations, at walls and at the roof. Be sure to indicate cross section cut lines on the Floor Plan. Where new or replacement roof-mounted mechanical equipment is proposed, a cross section through the roof area showing parapet walls and/or equipment roof screening is required.
- ❑ **Accessibility Standards:** Indicate in detail how the building and the sanitary facilities (new or existing) comply with all required accessibility features and standards. See also Site Plan requirements above. Note the dimensions where minimum standards must be met, such as cabinets, restroom fixtures, etc.

- ❑ **Details and Notes:** Include all construction details of the foundation, floor, walls, ceilings, roof and how each system is connected, how new additions are connected to existing buildings. Detail new fire assemblies, handrails, guardrails, and stairs (including rise and run), etc. Provide all necessary notes to explain the planned construction.

4. STRUCTURAL PLANS:

- ❑ **Foundation Plan:** Provide a dimensioned foundation plan with sufficient details to clearly show foundation construction including size and depth of footings. If an addition, include details of how the new floor and foundation will join the existing floor and foundation. For additions, new foundations must match the existing foundation design. Otherwise, the foundation must be an engineered system prepared by a civil or structural engineer licensed in the State of California and requires a soils report.
- ❑ **Floor Framing Plan:** Provide size, spacing and direction of floor beams or joists; include sub-floor sheathing and nailing.
- ❑ **Roof Framing Plan:** Show size and location of roof beams, roof rafter and ceiling joist span and sizes, overhangs and details and indicate any required modifications of the existing roof plan. Include support of any roof mounted equipment.
- ❑ **Pre-Fabricated Roof Trusses:** If trusses are to be used, provide 2 copies of the truss shop drawings, layout plan and calculations with the engineers stamp and wet signature, reviewed and signed approved by the project architect or engineer. If shop drawings are not submitted for review prior to issuance of the building permit, it shall be noted on the first page of the drawings the truss shop drawings will be a deferred submittal. The deferred submittal will require payment of an additional two hours of plan check review time. Submit the truss drawings for review at least two weeks prior to fabrication of the trusses.
- ❑ **Wind and Seismic Bracing.** Indicate on the plans how the construction is to be braced against wind and seismic forces, either by conventional construction means or by engineered shear walls. If bracing is by engineered shear walls, dimension the length of each shear wall and show the structural sheathing material, nailing, bolting and holddowns where needed.
- ❑ **Structural Details and Notes:** Provide structural details such as post-to-beam connections, framing details, shear transfer details, material notes and specifications.
- ❑ **Structural Calculations:** Structural calculations are required for all building components, including for vertical load carrying members and for the lateral force resisting system. Calculations are also required for all equipment (including roof top) weighing more than 400 pounds, or 20 pounds if suspended from the ceiling, floor or roof. Calculations must be stamped and signed by a California licensed architect or registered engineer. Calculations must be numbered by page and indexed for complex projects.

8. ELECTRICAL, MECHANICAL and PLUMBING PLANS:

Mechanical, plumbing and electrical plans shall include all information necessary to show how the space is to be heated, cooled and ventilated, how the plumbing systems, if any, are connected to existing systems and how the electrical energy is distributed and connected to the existing building power or to the utilities system.

Specific mechanical, plumbing and electrical plan requirements will depend largely upon the extent, nature and complexity of the work to be done. The following are general guidelines for preparation and submittal of these plans.

- **Mechanical Plans:** Show on the plans the location of all mechanical equipment, exhaust fans, locations of supply and return registers with size and material of all ductwork and methods of support and bracing. Show how the system provides the required fresh outside makeup air. Provide an equipment schedule with all specifications noted.
 - Show the location of all HVAC equipment. Provide a one-line layout of the proposed duct and register system. Include duct length, size, register/boot size, cold air return location, and static pressure/volume at furnace location.
 - Provide an equipment schedule with all specifications noted.
 - For roof-mounted equipment, provide a roof plan with the location, size and weight of all equipment, location and size of ductwork, details of equipment anchorage, how equipment is being supported and details of required roof access. Provide a profile section through the roof and parapets or screen enclosure showing how equipment is screened, if any, or show screening on the architectural plans.
 - For attic installed equipment, provide a section through the attic showing the location, size and weight of all equipment, details of equipment anchorage, how equipment is being supported, size and location of access opening, distance from opening to equipment, size and location of platforms and walkways, and required headroom and clearances.
 - All equipment weighing more than 400 pounds, or 20 pounds if suspended from the ceiling, floor or roof, requires structural calculations.
 - Mechanical units in excess of 2000 cfm (5 tons) shall be equipped with an automatic shutoff upon detection of smoke in the main supply air duct. Where fire detection or alarm system is provided, the smoke detector shall be supervised by such a system and Fire Department permit and inspection is required. (CMC Section 609).
 - Provide drawing with the location of the existing equipment.
 - Joints and seams of ducts shall be secured per CMC section 602.4.
 - Provide positive connection to the ceiling grid with diffusers.
 - Provide UL 181 tape for all the connections of flexible ducts per CMC section 602.4.
- **Electrical Plans:** Show on the plans the size and location of the electrical service, any other panels, transformers, all switches, lights, receptacles, and any equipment requiring electrical connections. Note if existing or new. Note if a receptacle is GFCI protected.
 - Provide one 8 ½" x 11" copy of the Title 24 California Energy Code calculations for lighting and reproduce full size the appropriate Certificate of Compliance forms on the plans.
 - Show on the plans the size and location of electrical service, any other panels, all switches, lights, receptacles, smoke detectors, and any equipment requiring electrical connections (ranges, furnaces, etc.).
 - All new electrical services shall be underground as per MMC II-6-2.02.
 - Provide panel schedules and load calculations to verify service is adequate for the loads.
 - Provide a single-line power distribution plan, and a fixture schedule.
 - New electrical panels shall be installed in accordance with CEC Article 230.70, Article 240.24, and MMC Section II-6-2.03. Refer to the "Electrical Panel" handout for more information.
 - Grounding electrode systems in all new buildings shall be an electrode encased by at least two inches of concrete located horizontally near the bottom or vertically, and within that portion of a concrete foundation or footing that is in direct contact with earth. The electrode shall consist of at least 20 feet of one or more steel reinforcing bars or rods, of not less than ½ inch diameter, or consisting of at least (20 feet) of bare copper conductor not smaller than 4 AWG. The connection side of this concrete-encased electrode shall be located remotely away from the main electrical service equipment as per MMC Section II-6-2.04.
 - Provide drawing showing branch circuit layout.
 - In multi-tenancy buildings, access to main electrical equipment must be from the exterior of the building or through interior public corridors leading directly to the building exterior. (Policy #BDP-EL01).
 - Each tenant shall be provided with one approved disconnecting means for their space, and branch circuits shall not be shared between tenants. (Policy #BDP-EL02).

- Offices shall have receptacles installed so that no point along the floor line of any wall space is more than 6 feet, measured horizontally, from an outlet in that space. (Policy #BDP-EL03).
 - Where multiple occupancy occurs, each tenant space shall be provided with 1 disconnect means. Disconnect shall be readily accessible per CEC section 240.24.
 - Provide daylight switching per California Energy Code.
 - Provide GFCI protected outlets in areas per CEC section 210.8 (B)
 - Provide panel schedules
- **Plumbing Plans:** Show on the plans the location of all new plumbing fixtures, water heaters, floor drains, etc. Provide a piping layout plan showing the size, length and material of all water, waste, vent and gas piping. Provide detailed calculations for the sizing of the piping.
- Include a complete list of fixtures and their gas/water demands.
 - Provide isometric drawing for the proposed drain, waste and vent system. Drawing must include fixture count, pipe size and length, fixture location, clean-out locations, slope and connection to existing system. Justify size of drainage piping as per CPC Section 703.0
 - Provide one-line drawing for the proposed water system. Drawing must include total developed length (meter to most remote fixture), service and meter size, branch lengths, total fixture units, branch fixture units, pipe size and length. Indicate method used for sizing. (CPC Section 610.0)
 - Provide one line layout of the proposed gas piping system, including total developed length, total demand (BTU & CFH), appliance location with BTU/CFH listed for each appliance, branch length and pipe size, and indicate method used for sizing as per CPC Section 1216.4.
 - Show the location, materials and installation requirements of all piping located outside the building.
 - Note the dimensions where minimums must be met at fixtures (toilets, shower stalls, etc.).
 - Detail the installation of the water heater, including seismic bracing.
 - Provide protection under the sinks in restrooms and break areas sinks per the CBC section 11B-606.5
 - Provide clearances to cleanouts per CPC per section 707.4.
 - Support pipes as per CPC Table 313.1.
 - Protect plastic and copper pipes in stud walls within 1” of surface by steel plates per CPC section 312.9.
 - Provide the temperature pressure relief line to an approved location per CPC section 608.5 and 507.5.
 - Provide excess flow gas shut-off devices at new appliances and seismic gas shut-off device at meter if new gas line is installed per MMC Chapter 170.

9. ENERGY REQUIREMENTS:

- **Title 24 Energy:** Provide one 8 ½” x 11” copy of the Title 24 California Energy Code calculations for the building envelope and reproduce full size the appropriate Certificate of Compliance forms on the plans. See electrical and mechanical for additional requirements. Include throughout the drawings the building components included on the Compliance forms.

10. TITLE 24 ENERGY STANDARDS FORMS:

Required forms may be accessed through this link: <http://energydesignresources.com/resources/software-tools/t24-forms-ace.aspx>

OTHER DRAWINGS:

- **Grading Plans:** If grading work is proposed, separate permits are required for the on-site and for the off-site work. The on-site can be included with the construction drawings or submitted separately. Please see separate handout “*Grading and Drainage Submittal Requirements*” for the on-site grading. The off-site must

be submitted separately. Please contact the Engineering Department for the submittal requirements for off-site grading.

- Show all existing and proposed grades, finish floor elevations, elevations of finish grade adjacent to buildings, established street grades, drainage patterns, locations, and gradients of cut or fill slopes.
 - List the total yardage of earth to be cut and/or filled.
 - The top of any exterior foundation detail shall extend above the elevation of the street gutter at point of discharge at the inlet of an approved drainage device a minimum 12 inches plus 2% as per CBC Section 1808.7.4. Provide elevations on the site plan to show compliance.
 - Specify size of storm drain piping at rainwater leaders (RWL) as per CPC Section 1106.1.
 - Indicate size, material and invert elevations of site drainage system. Show site drainage system connections to public storm drainage system unless shown on the off-site grading plan.
 - The slope of sewer drainage piping shall be ¼” per foot minimum as per CPC Section 708.0. For slopes less than ¼” per foot and not less than 1/8” per foot, submit Alternate Method application for approval by Chief Building Official.
 - A Soil Report shall be provided when applying for a grading permit.
 - Provide letter from Soil Engineer confirming that grading plans and specifications have been reviewed and it was determined that the Soils Report recommendations are properly incorporated in the plans.
 - Erosion and sediment control plan shall be submitted when applying for grading permit as per MMC II-13-10.
 - All Grading, Excavation and Erosion Control shall comply with MMC Title II, Chapter 13.
- **Site Improvement Plans:** Separate permits are required for the site improvements. The on-site improvements can be included with the construction drawings or submitted separately. Please see separate handout for the “On-site Improvement Submittal Requirements”. If the off-site improvements are minor it may be included with the on-site, otherwise an off-site improvement plan must be submitted separately directly to the Engineering Department. Please contact the Engineering Department for the submittal requirements for off-site improvements
- Show all property lines, easements, all existing and proposed structures, paving, setback dimensions, adjacent streets with improvements.
 - Show location of all utilities and provide trench details.
 - Paving of driveways and private streets shall comply with MMC Title II, Chapter 13.
 - Detail installation of all paving and concrete.
 - Special inspection for pavement is required. Sign and return special inspection forms prior to obtaining site improvement permit.
 - Verify that pervious paving shall meet minimum Traffic Index requirements as per MMC II-13-18.
 - Indicate width and maximum slope of sidewalks and walkways on private streets as per CBC Section 11B-403.5.1.
 - Provide curb cut details as per CBC Section 11B-406 at intersection of walkways with sidewalks and other site curbs at private streets.
 - All non-retaining concrete and masonry fences and pilasters over 4 feet tall measured from ground level and retaining walls over 4 feet tall measured from bottom of footing shall be designed and detailed by a Civil/Structural Engineer or Architect as per City policy BDP-BLG01.
 - Provide letter from Soil Engineer confirming that the site improvement and paving plans and specifications have been reviewed and it was determined that the Soils Report recommendations are properly incorporated in the plans.
- **Demolition.** Removal of existing buildings or structures requires submittal of a demolition plan and recycling plan. Demolition work also requires written verification of notification to BAAQMD (J number) or a declaration that notification is not required. Refer to the separate handout Demolition Permit Submittal Requirements for more information. The demolition work may be included with the construction drawings or submitted separately. A separate submittal is required if applicant desires a demolition permit be issued prior to the building permit.
- **Landscape and Irrigation Plans.** If landscape and irrigation plans are required, all submittals must comply with City of Milpitas Planning Division requirements.

OTHER CITY DEPARTMENTS:

- ❑ **Engineering Department:** Prior to completion of any plans, the Engineering Department should be contacted at (408) 586-3300 to find out the requirements due to the location and any easements, and if the property is located in a special flood hazard area.
- ❑ **Planning Department:** Prior to completion of any plans, the Planning Division should be contacted at (408) 586-3279 to find out the requirements due to the location and type of the proposed project.
- ❑ **Fire Department:** Fire protection systems for homes in “Hillside Areas” and all homes provided with fire sprinklers or fire alarms shall have separate approval by the Fire Department. Contact the Fire Department for more information at (408) 586-3365.
- ❑ **Hazardous Materials:** Provide a general layout of all areas and a detailed inventory of the types and quantities of all hazardous materials to be used or stored on the site with a key location map. On the list, be sure to use classifications found in the CBC, Tables 307.1(1) and 307.1(2).
- ❑ **Sewer Needs:** A “Sewer Needs Inquiry” form must be completed for all projects. If “yes” is answered to any of the questions, a “Sewer Needs Questionnaire” must also be completed and submitted with the permit application. The Cities Utility Department will then determine what connection fees, if any, will be required to be paid prior to permit issuance.

Note: all plan submittals for the above Departments are made through the Building Department at the Permit Center with the building permit application.

- ❑ **School District Impact Developer Fees:** All new buildings and additions to existing commercial/industrial buildings require a Certificate of Compliance substantiating that necessary School Impact Developer fees have been paid must be provided to the City prior to issuance of a building permit. Refer to the separate handout regarding these fees.
- ❑ **Santa Clara County Environmental Health Department:** Approval is required for all “food facilities” that serve food and/or beverage to the public prior to permit issuance. The “Job Copy” and one additional copy of the drawings approved by the Health Department shall be submitted to the City no later than the 2nd plan check submittal. “Food facilities” include any place that sells prepackaged food (i.e candy, chocolate bars...) such as video stores, liquor stores, grocery stores, deli, supermarkets, health food stores, special diet stores or any specialty store that sells live fish, shellfish for human consumption, industrial/commercial cafeteria or kitchens.
- ❑ **San Jose/Santa Clara Water Pollution Control Plant (SJSCWPC):** Approval is required for contaminated sewer waste discharge to the sanitary sewer system. Approval of this agency is also required for sizing of grease traps in food facilities and for determination of grease trap requirements in solid waste enclosures. The approved Health Department drawings are to be submitted to the SJSCWPC for approval prior to submitting to the City.

NOTES:

- ❑ Large projects are recommended to have a pre-submittal meeting with the various City Departments to review the project. This will help expedite the approval process. Call the Building & Safety Department at (408) 586-3240 to schedule a meeting.
- ❑ If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and not ready for checking or approving.

- ❑ Plan Check and Fire Department fees must be paid at time of submittal, either by check or credit card (except that fees totaling \$5,000 or more must be paid by check).
- ❑ Fire alarm and fire sprinkler drawings will be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.
- ❑ All new buildings require submittal of the site plan in AutoCAD format to the City to aid the emergency responders with its mapping system.
- ❑ New addresses, if required for either the building shell or individual tenant spaces, must be assigned by the City. Refer to the *Request for New or Change in Address Numbers* handout for the application and additional information.
- ❑ A Building Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Property Owner.
- ❑ If the Property Owner hires workers, State Law requires the Property Owner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.
- ❑ **Revisions:** Once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval. Additional fees will be due for each revision at time of submittal. Projects with more than one revision may require the submittal of a "record set" (as-built) drawings prior to final inspection.