



COMMERCIAL TENANT SPLIT CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan’s examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create a User Account or Login To Salinas Paperless Permits and Start a New Building Permit Application
	Plans Prepared by a CA Licensed Design Professional Should Be Signed and Stamped
	Plans: Signed and Dated PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 24”X36”, 30”X42”
	Files: Must Be Print Ready With Correct Scale Ratio, With No Data Outside the Print Page Area, No Password Protection or Editing Security
	Sheet Number: The Sheet Number May Be Listed With Decimals or in Whole Numbers
	Sheet Name: The First Character Must Represent the Discipline Area (“A” For Architectural, “S” For Structural, Etc.) Sheet Name Must Clearly Indicate the Information Found on the Page Example: A002.1 – Second Level Floor Plan Details
COVER PAGE & PLANS	Applicable Codes: 2022 California Building Code And The Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes and City Of Salinas Municipal Code
	Preparer’s Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
	Scope Of Work Identifying All Work Proposed Under This Permit
	Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Existing/Remodeled/New Proposed, Occupant Load, Building Height, Fire Sprinkler (Yes/No) and/or Alarm, Parking Calculation, Lot Area, Number Of Stories, Floor Area Ratio (Far), Total Landscape Area (Sq.Ft.)
CONSTRUCTION PLANS & DETAILS	Building Area Analysis of the Whole Building
	Existing Plan With Egress Analysis
	Access to Restrooms From Each Space And Minimum Plumbing Fixture Calculations
	Access to Electrical Panel From Each Space
	Separate Thermostat Controls for Each Space
	Demolition Plan Showing any Existing Portion of Structure to Be Removed
SUPPORTING DOCUMENTS	Energy Certificate of Compliance Forms Reproduced on Full Size Plan Sheets
	Construction and Demolition Waste Form
	Manufacturer Specification and Cut Sheets
FEES & AGENCIES	CITY OF SALINAS FEES: Building permit fees vary based on project valuation and are approximately 10% of the project valuation. Applicant is required to pay only the plan check fee which is a percentage of the total permit fee. Planning, Fire and Engineering (PW) fees may apply, depending on the project scope of work.
	MONTEREY ONE WATER FEES: A one-time sewer fee to mitigate additional sewer capacity may apply, applicant should contact the agency directly to obtain a fee estimate. Applicant is responsible for providing a receipt of payment or waiver from the agency prior to building permit issuance. (831) 372-2385
	SCHOOL FEES: Applicant should contact the school district offices the project is in, to obtain a fee estimate. School fees vary by District and building square footage. Applicant is responsible for providing a receipt of payment or waiver prior to building permit issuance.

Other divisions may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

Planning	758-7206	currplanwebmail@ci.salinas.ca.us
Engineering	758-7251	encroachment@ci.salinas.ca.us
Fire	758-7261	fireprevention@ci.salinas.ca.us
Building	758-7251	askbuilding@ci.salinas.ca.us
Paperless Permit	758-7131	paperlesspermit@ci.salinas.ca.us