



# City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901  
 (831) 758-7251 • (831) 758-7938 (Fax) • [www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

## COMMERCIAL MECHANICAL ROOF TOP UNIT 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. Failure to include items below will delay the permitting process.

When ready to submit. Attach all documents listed below to an email. Send the email to [askbuilding@ci.salinas.ca.us](mailto:askbuilding@ci.salinas.ca.us). Each document should be in PDF format with a label matching those used below.

DOCUMENTS	
GENERAL	Completed <a href="#">Building Permit Application</a>
	Plan Set - Signed and Dated (A Single PDF File Containing All Plan Sheets, 24"x36" Minimum)
	Plans Prepared by a CA Licensed Design Professional
	Structural Calculations – Signed and Dated Structural Analysis of Existing Framing, Seismic Anchorage of Equipment if Weight is Greater Than 400 Pounds or Center of Gravity is Greater Than 4 Foot Above Adjacent Floor Level
	<a href="#">Construction &amp; Demolition Waste Form</a>
	Manufacturer Specifications and Cut Sheets
	Applicable Codes: <a href="#">2019 California Building Code and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes</a> and <a href="#">City Of Salinas Municipal Code</a>
COVER SHEET	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/New Proposed, Occupant Load, Building Height, Fire Sprinkler (Yes/No) and/or Alarm, Number of Stories
	Detail of RTU, Curb and Roof Connections (Existing/Proposed)
CONSTRUCTION PLANS	Mechanical Roof Plan (Existing/Proposed) with Locations of All Mechanical Equipment, Exhaust Terminations, Applicable Code References and Requirements
	Specifications for New and Existing Mechanical Equipment, Curb and Adaptor
	Roof Framing Plan with Notes and Details
	Detail of Structural Connection from Unit to Curb and Curb to Roof
	Electrical Information, Circuit and Panel IDs and Panel Schedule if Modified
	<a href="#">Energy Certificate of Compliance Forms</a> Reproduced on Full Size Plan Sheets

Other division 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	<a href="mailto:currplanwebmail@ci.salinas.ca.us">currplanwebmail@ci.salinas.ca.us</a>
Engineering	758-7251	<a href="mailto:encroachment@ci.salinas.ca.us">encroachment@ci.salinas.ca.us</a>
Fire	758-7261	<a href="mailto:fireprevention@ci.salinas.ca.us">fireprevention@ci.salinas.ca.us</a>
Building	758-7251	<a href="mailto:epermit@ci.salinas.ca.us">epermit@ci.salinas.ca.us</a>