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This checklist is intended to be used for Non-Residential Building (BNR) Permit applications processed for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Permit packages can be submitted in groups of multiple phases or by tract. Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com/>

## Land Development - Non-Residential Building Permit Submittal Checklist

**Permit Application:** The application must identify all other approvals and related permits, including previous and concurrent applications and permits. The application must also provide a complete job description, including primary and accessory structures and outdoor uses. Permit Application must specifically note whether an Encroachment permit will be required; if required, a separate Encroachment permit will need to be transmitted. The application must also designate a Financially Responsible Party (FRP) and identify an active trust account. The FRP listed in the application must match the owner of the trust account provided in the application. Review periods begin once the application is deemed complete, payment is processed, and the Applicant is notified that the application review has begun.

### Authorization Forms

- a. Agent Authorization Letter – Provide electronic copy.
- b. Concurrent Processing Letter (If applicable) – Provide electronic copy.

### Non-Residential Building Submittal Requirements:

- a) Job Description – Clearly describe the entire project proposal and scope of work consistent with submitted plans, including primary and accessory structures and outdoor uses.
  - o Other Approvals – List other related previous and concurrent applications.
  - o Existing Site Conditions and Uses – Including mass grading, precise grading, clearing and grubbing, and prior structures or other previous uses. If site has been previously graded, application shall state “Proposed grading has been addressed by CEQA document PA\_\_\_\_\_”

**Architectural Plans:** Provide an electronic copy, including back up calculations and data.

- a) Site Plan/Plot Plan – Indicate setbacks to property lines.
- b) Foundation Plan and Details – Indicate footing sizes and reinforcing, slab thickness and reinforcing, attachment of new construction to existing structures, etc.
- c) Floor Plan (Existing and Proposed) - Indicate new areas, door sizes and types, window sizes and types, headers, and use of each room and dimensions.
- d) Roof Plan – Indicate roof slopes, roof vents, ridges, valleys, flashing, overhangs, drainage, roofing materials, etc.
- e) Exterior Elevations – Indicate finish material (stucco, etc.) and colors, window and door openings, building heights, etc.
- f) Section(s) Cut through Addition and Existing Structure - Indicate a section cut through the addition to show naming, relationship and attachment to the existing structure.
- g) Structural Plan(s) – Indicate framing member sizes, beam sizes, construction details, etc. **Note:** This information may be provided on the architectural plans (i.e.) floor plan, roof plan, elevations, etc. Separate structural plans may not be necessary.

- h) Engineer's Structural Calculations – Provide an electronic copy to justify proposed framing members and beam sizes, footing sizes and reinforcement, lateral resisting system and connections. All plans and calculations must be “wet” stamped and signed by the registered Civil/Structural engineer or architect.
- i) Energy Compliance forms – Provide electronic copy with the latest California Energy Commission's requirements.
- j) Mechanical, Electrical & Plumbing Plan(s) – Provide Mechanical, Electrical and Plumbing Plans (MEP) for any new building or any Tenant Improvement project.

**Erosion and Sediment Control:** Provide an electronic copy of Erosion and Sediment Control Plans (ESCP). Plans must be signed and stamped by the responsible Engineer.

**Water Quality Management Plan:** Provide an electronic copy of Best Management Practices (BMP) Exhibit from the applicable e-stamped/approved Water Quality Management Plan (WQMP), unless exempt (see Section V.B-3.E for plan components). Exhibit must be signed and stamped by the responsible Engineer.

**Soils Report Sets:** Provide an electronic copy of soils reports. Reports or addenda cannot be over six (6) months old. At the time the permit is issued, reports must include signatures.

**Ranch Plan Compliance Matrix:** Provide evidence of compliance with applicable requirements.