



**City of Corona  
Community Development Department  
Building Division**

**SUBMITTAL REQUIREMENTS  
for  
COMMERCIAL, INDUSTRIAL BUILDINGS**

Omission of any required items circled below will result in refusal of plans for plan check. All projects shall include the Development Number on the plans.

Include (5) sets of the following as applicable to your project: DPR Comments, Mitigation Monitoring Report Plans and Conditions of Approval in a booklet form.

1. Submit five (5) complete sets of plans including: \*
  - A. Plot plan (including parking lot lighting plan)
  - B. Foundation plan
  - C. Floor plan
  - D. Floor, ceiling, and roof framing plans
  - E. A Means of Egress or Exit Plan
  - F. A Detailed Accessibility Compliance Plan
  - G. Allowable Area Calculation or Justification
  - H. Building Elevations
  - I. Electrical plan: (Electrical service shall be underground, C.M.C. 15.60) For a new service location contact - Tony Lopez , Edison Planner at 909-930-8515 or Lyle Trend , Edison Planner at 909-930-8435.\* If the Department of Water and Power is providing you with electrical service, an additional set of plans will be required at the time of submittal. Please contact the Dept of Water & Power, Tom Koper at 951-279-3604 for service verification.
    1. Size of main switch
    2. Number and size of service entrance conductors
    3. Circuit schedule and demand load
  - J. Plumbing isometrics: (Full Sheet)
    1. Water distribution
    2. Waste and venting
    3. Gas distribution
  - K. Provide a mechanical plan:
    1. Location of all registers (supply & return)
    2. Size, location, & manufacturers specifications for all equipment.

2. The City of Corona has adopted the 2013 California Green Building Code Mandatory Measures. Provide compliance documentation on the plans.
3. Provide two (2) sets of "wet" stamped and signed Structural Calculations and roof truss calculations.
4. Provide two (2) sets of Title 24 Energy Calculations. Compliance Forms shall appear on the plans.
5. Provide two (2) sets of Soils Reports
6. Prior to plan check approval for restaurant/food establishments' projects must obtain *Approved Health Department Plans*.
7. A "Shell Building" receiving a N.I.C. (Notice of Inspection Completion) may require additional plans and fees at time of occupancy.
8. Submit four (4) sets of Landscape Plans *detached* from building plans. Landscape Maintenance District Plans shall be submitted directly to Public Works.
9. Separate permits are required for other site improvements. Check with your Permit Technician for specific items.
10. Comply with Corona Burglary Ordinance #15.52 (copies available at front counter).
11. All Grading Plans shall be submitted directly to Public Works for review, approval and permits.
12. Fees:
  - Occupancy Fee of \$655.00 per structure
  - OSHPD3 Certification \$120.00
  - Building Permit/Plan Check Extension \$95.00 per application
  - Temporary Connection of Utilities: \$625.00 processing fee
  - \$2,000.00 guarantee deposit
  - Temporary Certificate of Occupancy: \$1,890.00 processing fee
  - \$10,000.00 guarantee deposit
13. All contractors and sub-contractors must show proof of State and City licenses and shall comply with section 3800 of the Labor Code regarding Workers' Compensation.
14. Call Corona-Norco School District for school fees (951-736-5045)

***\*SEE OTHER DEPARTMENTS FOR ADDITIONAL FEES \****

**CITY OF CORONA, CITY HALL**

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[www.CoronaCA.gov](http://www.CoronaCA.gov)

Hours of Operation: Monday thru Friday 8 am to 5:00 pm