

	<p style="text-align: center;"><b>CITY OF OCEANSIDE</b></p> <p>Building Division  300 N Coast Highway  Oceanside, CA 92054  760-435-3950  <a href="http://www.ci.oceanside.ca.us">www.ci.oceanside.ca.us</a></p>	<p style="text-align: center;">Codes 2022</p> <p style="text-align: center;">1/1/2023-12/31/25  <i>Effective Date</i></p>
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## Submittal Requirements for Commercial Projects

\*Electronic Plan Submittal is available and preferred

### Plan Submittal Requirements

Submit Plans Electronically – email application to [buildingpermits@oceansideca.org](mailto:buildingpermits@oceansideca.org) or

Paper submittals- Five (5) complete sets of plans drawn to scale consisting of the following basic information:

- The job address
- The owner's name, address and phone number
- The plan designer's name, address and phone number
- A description of work
- A building information table that indicates the type of construction, occupancy type, occupancy load, and whether the building has fire sprinklers. This table must also indicate the existing and proposed square footage of the building
- A plot plan showing all structures on the property and their distances from each other and property lines. The plot plan must also show all parking and a compliant design for accessibility.
- An existing floor plan
- A proposed floor plan that includes a compliant analysis of exiting based on occupancy loads.
- New plans for foundation, wall framing, and roof design of sufficient detail for construction and inspection
- Two copies of a soils report
- Two copies of structural calculations from a licensed design professional
- State Energy Conservation Compliance Certifications
- Electrical, mechanical and plumbing plans of sufficient detail for construction and inspection
- A completed San Diego County hazardous materials questionnaire form
- A school fee letter from the applicable school district for the additional square footage or new construction
- The plans must be stamped and wet signed by a licensed architect or engineer prior to permit issuance.
- Plan review fees must be paid at the time of 1<sup>st</sup> submittal and are based upon our adopted fee schedule which is available on our City web site.

The following departments must be satisfied prior to Building Permit issuance:

Oceanside Planning and Engineering Divisions

Oceanside Fire Department

Oceanside Water Utilities

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It is important to check with these departments for the status of their reviews of your project using the E-portal link

[eTRAKiT Online Permit Management](#)

The San Diego County Health Department: Food establishments shall have health department approval by the San Diego County Health Department, 5201 Ruffin Road, San Diego, CA 92123 (760) 565-5173.

Coastal Zone Requirements: If property is within the Coastal Zone, consult with the Planning Division, 300 N. Coast Highway, Oceanside, CA 92054. Phone (760) 435-3520. It is the applicant's responsibility to comply with any Coastal Act requirements.