



# 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 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. 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 [epermit@ci.salinas.ca.us](mailto:epermit@ci.salinas.ca.us). Each document should be in PDF format with a label matching those used below.

DOCUMENTS	
GENERAL	<a href="#">Completed Building Permit Application</a>
	Plan Set - Signed and Dated (A Single PDF File Containing All Plan Sheets, 24" x 36" Minimum)
	Plans Prepared by a CA Licensed Design Professional
	<a href="#">Construction &amp; Demolition Waste Form</a>
	Manufacture Specifications and Cut Sheets
COVER SHEET	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>
	Preparer's Title, and Registration (If Applicable), Address, and Phone Number
	Project Address, Assessor's Parcel Number, Legal Property Owner's Name, Address, and 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	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
	Proposed Floor Plans (Existing/Propose Use and Occupancy Type) (Dimensions) (Label Each Building and Room)
	<a href="#">Energy Certificate of Compliance Forms</a> Reproduced on Full Size Sheets
FEES & AGENCIES	<b>CITY OF SALINAS FEES:</b> 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.
	<b>MONTEREY ONE WATER FEES:</b> 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
	<b>SCHOOL FEES:</b> 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	<a href="mailto:currplanwebmail@ci.salinas.ca.us">currplanwebmail@ci.salinas.ca.us</a>	Fire	758-7261	<a href="mailto:fireprevention@ci.salinas.ca.us">fireprevention@ci.salinas.ca.us</a>
Engineering	758-7251	<a href="mailto:encroachment@ci.salinas.ca.us">encroachment@ci.salinas.ca.us</a>	Building	758-7251	<a href="mailto:epermit@ci.salinas.ca.us">epermit@ci.salinas.ca.us</a>