



Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
www.santa-ana.org

## NON-RESIDENTIAL ADDITION/FAÇADE REMODEL SUBMITTAL CHECKLIST

The following is a checklist of the information that is required for Planning Division staff to evaluate a proposed non-residential (commercial or industrial) addition *below* the development project review thresholds established in Santa Ana Municipal Code (SAMC) Section 41-668 and/or major façade remodel to an existing building.

### A. Please submit three sets of plans.

1. **Site plan** including the following:

- All property lines and dimensions (as referenced on County Assessor's parcel map or title report) and street names.
- Applicant name and phone and project address on right edge of first page.
- Location and dimensions of all structures on the property.
- Distances between property lines and existing and proposed buildings.
- Distances between buildings.
- Legend showing compliance with all applicable codes and standards, including FAR, parking, setbacks, heights, etc.
- Location of existing and proposed monument/freestanding signs.

2. **Floor plan** including the following:

- The use and dimensions of existing building and any proposed addition for entire building.
- Location of existing and proposed parking stalls.
- Location of new and existing windows.
- Location of existing and proposed outdoor lighting.
- Proposed demolition plan, if applicable.
- Location of existing and proposed landscaping.

3. **Exterior elevations** including the following:

- Fully dimensioned existing and proposed elevations affected by addition or façade remodel, including building height.
- Existing and proposed building materials (including but not limited to siding, trim, roofing, vents).
- Dimension existing and proposed eaves and fascia.
- Existing and proposed signs.

4. **Roof plan** including the following:

- Existing and proposed parapet, overhangs, vents, and mechanical and electrical equipment.
- Line of sight detail, parapet/screening sections and details.

### B. Photographs of all sides of the existing commercial building and the general site.

### C. Planning Division Submittal Fee

**Note:** Please submit the project to the Planning Counter. Submittals will be processed in the order received, typically 2 to 4 weeks. For additional information, please call the Planning Counter at (714) 647-5804.

Prior to submitting for Building Safety Plan Check, plans are to be to scale and drawn on paper at least 18" X 24". Minimum scale for a site plan minimum size is 1 inch = 20 feet and ¼ inch = 1 foot for elevations. You are encouraged to contact the Building Safety Division regarding fees, timing for plan check, and construction details.