



# FAST START Plan Check - Eligibility Checklist

## Alteration or Tenant Improvement Projects

*(Only Existing Buildings are Eligible - Building Additions are Not Eligible for FAST START Plan Check)*

FAST START Plan Check for Alterations or Tenant Improvements Projects is intended to speed up the initial plan check processing for applicants undergoing residential or nonresidential alterations requiring a building permit. Projects qualifying for FAST START Plan Check at the time of initial permit application will go to the front of the plan check line immediately following any other FAST START Plan Check applications. This may result in the starting of the initial plan check review within a couple of business days after the submittal of the original permit application and plans, depending on staff availability. There are no additional fees for applicants using FAST START Plan Check.

The project architect must check all items that are true on the FAST START Plan Check checklist below to determine if the project qualifies for FAST START Plan Check. **One or more of the check boxes for each item must be checked to qualify.**

Item	FAST START Plan Check – Requirement	For office use only
1	<input type="checkbox"/> Architectural plans are prepared by a registered CA architect.	
2	<input type="checkbox"/> Structural plans and calculations are included and prepared by a licensed CA structural or civil engineer if structural alterations are proposed; <b>or</b> <input type="checkbox"/> Not applicable; No structural alterations proposed.	
3	<input type="checkbox"/> Plumbing and/or mechanical plans are included and prepared by a registered CA mechanical engineer <i>[NOTE: The Architect may prepare plumbing and mechanical plans when plumbing and mechanical work is limited to the replacement of existing plumbing fixtures and existing mechanical equipment only.]; or</i> <input type="checkbox"/> Not applicable; No plumbing or mechanical alterations are proposed.	
4	<input type="checkbox"/> Electrical plans are included and prepared by licensed CA electrical engineer if electrical alterations are proposed <i>[NOTE: The Architect may prepare electrical plans when electrical work is limited to the one-for-one replacement of existing receptacles, existing lighting and existing lighting controls only.]; or</i> <input type="checkbox"/> Not applicable; No electrical alterations are proposed.	
5	<input type="checkbox"/> Grading or site improvement plans are included and prepared by a CA licensed civil engineer. See <a href="#">Sonoma Municipal Code Chapter 14.20</a> for more information; <b>or</b> <input type="checkbox"/> Not applicable; No grading or site improvement work is proposed.	
6	<input type="checkbox"/> Erosion control and storm water pollution prevention best practices are included with the project plans <u>if grading or site improvement work is proposed</u> . See <a href="#">Sonoma Municipal Code Chapter 14.20</a> for more information; <b>or</b> <input type="checkbox"/> Not applicable; No grading or site improvement work is proposed.	

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7	<input type="checkbox"/> The stormwater water collection system for the premises is not being added to or modified; <b>or</b> <input type="checkbox"/> The stormwater water collection system for the premises does not directly connect to the City’s underground public storm drain system.	
8	<input type="checkbox"/> The project has obtained design review, use permit and other planning approvals when applicable to the project. (Verify with Planning Department and check all approvals obtained below) <ul style="list-style-type: none"> <li><input type="checkbox"/> Exterior modifications, materials and color approval for nonresidential and multifamily residential buildings (if any).</li> <li><input type="checkbox"/> Landscaping modifications (if any).</li> <li><input type="checkbox"/> Sign design approval (This item may be deferred).</li> <li><input type="checkbox"/> Use permit and/or variance (if applicable).</li> <li><input type="checkbox"/> Alterations to existing residential structures constructed prior to 1945 and located within the Historic zone requiring a building permit that result in substantive changes to a primary or street-side building elevation (if any).</li> </ul> <b>or</b> <input type="checkbox"/> Not applicable; project does not require any planning approvals.	
9	<input type="checkbox"/> The total permit valuation of all permits issued or proposed for the property within a 24-month period, including the valuation of this proposed project, exceeds \$40,000. The “Public Improvement Agreement” on page 4 of the building permit application has been signed by the property owner; <b>or</b> <input type="checkbox"/> The total permit valuation of all permits issued or proposed for the property within a 24-month period is \$40,000 or less.	
10	<input type="checkbox"/> Completed and signed CA Energy Code documentation is submitted with the project plans if the project includes: (check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Any alteration that involves changes to a portion of the building envelope (i.e. roofing, exterior walls, attics, windows, doors, etc.).</li> <li><input type="checkbox"/> New or altered components of an HVAC system.</li> <li><input type="checkbox"/> Replacing or adding indoor lighting fixtures (luminaires) or lighting controls.</li> <li><input type="checkbox"/> Replacing or adding outdoor lighting fixtures (luminaires) or lighting controls.</li> <li><input type="checkbox"/> Replacing or adding sign lighting fixtures (luminaires) or lighting controls.</li> </ul> <b>or</b> <input type="checkbox"/> Not Applicable; none of the conditions above apply.	

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11	<ul style="list-style-type: none"> <li><input type="checkbox"/> For Nonresidential or Hotel/Motel alteration or tenant improvement projects that include lighting alterations, a Certified Lighting Acceptance Test Technician has reviewed the plans for compliance with the lighting control requirements of the California Energy Code; <b>or</b></li> <li><input type="checkbox"/> Certified Lighting Acceptance Test Technician review is <b>not</b> required for any of the following Nonresidential or Hotel/Motel lighting/lighting control alterations or tenant improvements: <ul style="list-style-type: none"> <li>○ Alteration of only portable luminaires, only adding lighting controls, replacing lamps, ballasts or drivers</li> <li>○ An enclosed space with one luminaire.</li> <li>○ Adding interior or exterior lighting controls to control no more than 20 luminaires; <b>or</b></li> <li>○ One-for-one luminaire replacement of not more than 50 luminaires per floor or tenant space.</li> </ul> </li> </ul>	
12	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>For nonresidential alteration projects with a permit valuation greater than \$200,000</u>, the 2019 CALGreen Nonresidential Checklist for Additions &amp; Alterations has been completed and submitted by a <a href="#">City of Sonoma listed CALGreen special inspectors</a>; <b>or</b></li> <li><input type="checkbox"/> <u>For residential alteration projects that increase the conditioned area, volume or size</u>, the Existing Low-Rise Residential Buildings Where Conditioned Area, Volume or Size is Increased has been completed and submitted by a <a href="#">City of Sonoma listed CALGreen special inspectors</a>; <b>or</b></li> <li><input type="checkbox"/> The project is exempt from 2016 CALGreen requirements per CALGreen Section 301.</li> </ul>	
13	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">A Declaration of Existing Noncompliant Plumbing Fixtures form</a> has been completed and submitted with project application.</li> </ul>	
14	<ul style="list-style-type: none"> <li><input type="checkbox"/> If a single-family dwelling, all existing showerheads, urinals, toilets and sinks in the building have been examined by the mechanical engineer or licensed plumber and each noncompliant plumbing fixture, as defined in Civil Code Section 1101.3(c), is specified on the plans to be replaced with new water-conserving plumbing fixtures; <b>or</b></li> <li><input type="checkbox"/> The single-family dwelling to be altered was originally built and available for use after January 1, 1994 or it is a registered historical building or site; <b>or</b></li> <li><input type="checkbox"/> Not applicable; It is not a single-family dwelling.</li> </ul>	

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15	<input type="checkbox"/> Plans and Water Efficient Landscaping Ordinance (WELO) calculations prepared by a CA licensed landscape architect are submitted with the building permit application if either of the following applies: <ul style="list-style-type: none"> <li><input type="checkbox"/> New landscaping or irrigation work (where no landscaping or irrigation previously existed) is proposed.</li> <li><input type="checkbox"/> Rehabilitated landscaping or rehabilitated irrigation work is proposed with an area greater than or equal to 1,000 square feet.</li> </ul> <p><b>or</b></p> <input type="checkbox"/> Not Applicable; Neither of the above applies to this project.	
16	<input type="checkbox"/> The project architect (in consultation with project engineers, if any) has determined that no special inspections are required pursuant to California Building Code Chapter 17; <b>or</b> <input type="checkbox"/> A <a href="#">Special Inspection Agreement Form</a> , completed and signed by the engineer or architect, the contractor and the owner, is submitted with the project plans.	
17	<input type="checkbox"/> The existing building is provided with an automatic fire sprinkler system and the plans reflect the necessary alterations to the existing system; <b>or</b> <input type="checkbox"/> The total permit valuation of all permits issued for the building within a three-year period, including the valuation of the proposed project, is less than \$150,000 for nonresidential alteration projects or \$100,000 for residential projects; <b>or</b> <input type="checkbox"/> If the total permit valuation of all permits issued for the building within a three-year period, including the valuation of the proposed project, exceeds \$150,000 for nonresidential alteration projects or \$100,000 for residential projects, the plans include a fire sprinkler system design (plans and calculations) prepared by a CA licensed fire protection engineer or otherwise indicate that “a fire sprinkler system is required to be installed under a separate permit prior to a close-in inspection.”	
18	<input type="checkbox"/> Plans (and calculations if required) prepared by a CA licensed fire protection engineer or a C-16 CA licensed contractor are provided for a new fire sprinkler system or for required modifications to the existing fire sprinkler system; <b>or</b> <input type="checkbox"/> Not Applicable; No fire sprinkler piping is required to be added or modified.	

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19	<p><input type="checkbox"/> The project architect or a Certified Access Specialist has inspected the site, the existing building and the proposed plans and verified that <u>all</u> of the following required accessibility features are in full compliance with current accessibility requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The specific element, space or area being altered.</li> <li><input type="checkbox"/> A path of travel from the parking lot and the public sidewalk to a primary entrance.</li> <li><input type="checkbox"/> A primary entrance to the building (including walkways, ramps, landings, doors, etc.)</li> <li><input type="checkbox"/> An accessible path of travel to the area of specific alteration or structural repair.</li> <li><input type="checkbox"/> Elevator or Platform Lift [See CBC 11B-202.4 and 11B-206.2.3 for exceptions]</li> <li><input type="checkbox"/> Toilet and bathing rooms serving the altered area are fully accessible. [11B-213.2]</li> <li><input type="checkbox"/> Accessible telephones and drinking fountains, if provided.</li> <li><input type="checkbox"/> When possible, additional accessible elements such as parking, storage and alarms.</li> </ul> <p><b>or</b></p> <p><input type="checkbox"/> The project architect or a Certified Access Specialist in consultation with the project contractor has inspected the site and the existing building, utilizing an accessibility checklist, and determined that the project qualifies for a Disproportionate Cost Exception. A Request for Disproportionate Cost Exception to California Disabled Access Requirements form has been completed and included with the plans submitted to the Building Department for approval. All required accessibility features have been detailed and specified in the submitted project plans; <b>or</b></p> <p><input type="checkbox"/> The project is exempt from disable access requirements per one or more of the exceptions contained in CBC Section 11B-202.4; <b>or</b></p> <p><input type="checkbox"/> The project is a residential project that is exempt from all accessible design and construction requirements.</p>	
20	<p><input type="checkbox"/> For nonresidential and covered multi-family alteration projects, the project architect has included a site plan showing all required accessible paths of travel and has included at least one full plan sheet specifying and detailing all accessible design and construction requirements; <b>or</b></p> <p><input type="checkbox"/> The project consists of only heating, ventilation, air conditioning, reroofing, electric vehicle charging stations, electrical work not involving placement of switches and receptacles, cosmetic work that does not affect items regulated by this code, such as painting, equipment not considered to be a part of the architecture of the building or area, such as computer terminals, office equipment, etc. and is therefore exempt from disable access requirements for alterations. [CBC 11B-202.4 Exceptions 7 and 10.]; <b>or</b></p> <p><input type="checkbox"/> The project is a residential project that is exempt from all accessible design and construction requirements.</p>	

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21	<p><i>For restaurants and other facilities utilizing specialized equipment or products such as commercial kitchen equipment, unique products, industrial equipment, etc.</i></p> <p><input type="checkbox"/> Equipment and product installation sheets, clearance requirements and an equipment layout are submitted with the project plans; <b>or</b></p> <p><input type="checkbox"/> Not Applicable; Project is not a restaurant or other facility utilizing specialized equipment or products.</p>	
22	<p><i>For food-handling establishments and public swimming pools:</i></p> <p><input type="checkbox"/> Plans have or will be submitted to the Sonoma County Public Health Department for approval; <b>or</b></p> <p><input type="checkbox"/> Project is not a food-handling establishment and public swimming pool.</p>	
23	<p><i>For projects served by wells or septic systems:</i></p> <p><input type="checkbox"/> Plans have or will be submitted to the Sonoma County Permit and Resource Management Department, Well &amp; Septic Division for approval; <b>or</b></p> <p><input type="checkbox"/> Project is not served by a well or septic system.</p>	
24	<p><i>For projects involving a change in the type or character of use (i.e. residence to office or retail to restaurant, etc.):</i></p> <p><input type="checkbox"/> Plans have or will be submitted to the Sonoma County Permit and Resource Management – Sanitation Division <u>and</u> the City of Sonoma Water Department for sewer and water fee review; <b>or</b></p> <p><input type="checkbox"/> Project does not involve a change in the type or character of use.</p>	

NOTE: The Building Official or Plans Examiner, at their sole discretion, reserves the right to waive or accept alternative specific eligibility requirements when sufficient justification is provided by the project architect.

*(Please print)*

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Project Description

\_\_\_\_\_  
Checklist Completed By (Must be Project Architect)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect's E-mail Address

\_\_\_\_\_  
Architect's Phone

For Building Department office use only

- Project submittal MEETS the FAST START Plan Check Eligibility Requirements.
- Project DOES NOT meet FAST START Plan Check Eligibility Requirements

Reviewed by : \_\_\_\_\_

Date: \_\_\_\_\_