



City of Hemet  
Building Division

## Information Bulletin #110

# Submittal Requirements for New Commercial Buildings

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Building Division**  
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This handout is intended to help with the requirements for submittal of new commercial buildings in the City of Hemet. Please be advised, omission of any required items below may result in refusal of plans for plan review. Once submitted the Building Division will route the plans to all the required City departments for review. Those divisions are Building; Planning; Engineering; Fire; City Water and Refuse. New plan check submittals can be submitted either electronically or in paper form. Please follow the following guidelines for submittals or your plan check submittal may be returned as incomplete.

## Submittal Requirements

1. Permit Application
2. Plan Review Fee. (See Plan Check Fees)

Submit Five (5) complete sets of plans no smaller than 24" x 36" for plan review containing the following drawing to include, but is not limited to:

3. Cover Sheet
4. Plot Plan
5. Foundation Plan
6. Floor Plan-Dimensioned
7. Floor, Ceiling and Roof Framing plan
8. Elevations
9. Accessibility Plan
10. Exiting Plan
11. Parking Lot Plan
12. Energy Compliance Form

Submit two (2) complete sets of the following plans:

13. Truss Calcs (Stamped by Engineer of Record)\*
14. Energy Compliance Forms\*
15. Engineering Calculations\*
16. Soils Reports\*
17. Green Building Code Compliance\*
18. Construction Waste Form

The following submittals shall be submitted as a separate submittal and not included in the main architectural plans.

1. Fire Sprinkler
2. Fire Alarms
3. On-Site Landscaping

4. Block Wall
5. Off-Site Landscaping shall be submitted directly to the Engineering Division.

## ***Hard Copy/Paper Submittal***

When submitting printed plans, five (5) complete sets of plans shall be submitted to the Building Division for review. Those items marked by an asterisk "\*" shall only require two (2) copies.

## ***Electronic Submittals***

The City of Hemet does accept plans electronically. If you are able to meet all submittal requirements we will accept the plans, otherwise, you will be required to submit the plans in paper form.

Submittal Requirements Due to Software and Contract Requirements:

1. Submittal shall be complete. All plans and documents shall be included in the submittal. Partial submittals will not be accepted.
2. Submittal must be received in one email with a maximum of three (3) files. Plans shall not have security enabled features that would prevent the PDF file from being marked up, printed or collating. Those files must be labeled appropriately:
  - a. Permit Application
  - b. Plan Set in a single PDF file, sorted in the same page order as the physical plan set with pages within the plan set rotated properly.
  - c. Supportive documents, ie. Calculations, manufacturers specifications, etc. 8 ½" x 11" documents.
3. Submittal must be emailed to [bldgstaff@cityofhemet.org](mailto:bldgstaff@cityofhemet.org)
4. Submittals sent by email shall be a maximum size of 15MB. If the file size is larger we will not accept multiple emails and you will be required to submit them in paper form or on a memory stick or other similar external hard drive. The memory stick or other type of device we cannot guarantee will be returned to you.

Once the permit/plan check application is processed, you will be emailed the invoice for the plan review. Your plans will not be processed until such time payment has been received.

Please be advised that once the plans have been reviewed and approved, you will be required to submit a complete set of plans in paper form to the City for stamping and final review from all departments.

## ***Plan Check Fees***

Prior to your submittal, it is highly recommended that you contact the Building Division to request a quote for plan check fees. Please visit our website at <http://www.hemetca.gov/402/Fees> to complete the "Request a Fee Quote" questionnaire. Once completed, email the document to [bldgstaff@cityofhemet.org](mailto:bldgstaff@cityofhemet.org) and a staff member will respond with the applicable plan check fee. Once obtained, you can submit the plans along with payment.

## *Turn-Around Times*

In general, new commercial projects require 15 business days to receive their first review. Subsequent reviews should be reviewed within 10 business days. Once plans are submitted to the City, the Building Division will route the plans for review. Building utilizes an outside plan check consultant; however, correspondence will still be made by the City regarding any corrections. The plans will also be routed to the Planning Division, Engineering Division, Fire Department plan check consultant, and Public Works Division for both Refuse and Water review. Once reviewed, these divisions/departments will return their comment to the Building Division for where they will be compiled and provided to you when all reviews have been completed. There is access on-line for you to review the status of your plan check. Please visit our web-site at <http://www.hemetca.gov/535/Inspection-Request-or-Status> for information on how to log-in and gain access to this feature. If corrections are listed, please do not resubmit the plans with the corrections until all corrections have been addressed.

## *Plan Review Process*

Once submitted the plans will be routed to the appropriate divisions to review. However, you will still receive all correspondence regarding plan review and be submitting all plans, including resubmittals to the Building Division directly.

Once the plans have been reviewed by all divisions you will be emailed the corrections that were written by all division. Once the corrections are made, they must be resubmitted to the Building Division for routing. Once all divisions have reviewed and approved the submittal, the plans are placed into final routing.

Please be advised, the Engineering Division will not state the plans are approved until you meet all their requirements in regards to grading.

### *Final Routing:*

Final Routing is where the set of plans are placed back together and all divisions are asked to come stamp the final set of plans. This process typically takes 1-2 days based on the schedule of the employees that need to stamp the plans. Once the plans have been stamped by all divisions, the plans are given to the Building Technician for permit fee calculations.

### *To Tech:*

Once the Building Technician receives the plans she will review them and determine if there is any additional information needed prior to permit issuance. Once this occurs, you will be advised of these items. The items that are typically needed for issuance of a new commercial building, and you can be working on, are as follows

## *Permit Issuance*

Once your plans have been approved by all divisions/departments it does not mean a permit is ready to be issued. Once the last division/department approves the plans, the plans will be combined and all divisions/departments will be asked to stamp the final approved set of plans. We call this process final routing. Once all divisions/departments stamp the final set of plans, they are then assigned a "To Tech"

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status, where the building technician will calculate the permit fees and ensure all required information is in possession of the Building Division. Following are the items that may be required for your project:

1. Application-Supplemental Fixture Count. Completed by the Architect/Engineer to expedite the permit calculations. This form can be found on our City web-site at <http://www.hemetca.gov/535/Inspection-Request-or-Status>. Once completed it should be emailed to [bldgstaff@cityofhemet.org](mailto:bldgstaff@cityofhemet.org) with the plan review and address referenced in the subject line.
2. Release from Eastern Municipal Water District (EMWD). Obtain an EMWD “first” release prior to permit issuance. It is highly recommended that you reach out to EMWD early on in your plan check process. If a grease interceptor will be installed or be required by the development, ensure the release includes a release for the grease interceptor. If you are outside of EMWD’s service area you will still be required to provide a “clearance for occupancy” prior to final inspection.
3. Riverside County Environmental Health Department (RCEHD). If the building or establishment operates with any hazardous material, a release from the RCEHD will be required. Furthermore, if the building or establishment will house or serve food, a release from RCEHD will also be required to be obtained.
4. Transportation Uniform Mitigation Fee (TUMF). When square footage is being added or replaced TUMF fees may be due. The City will send the required information to Western Riverside Council on Government(WRCOG); however, you are required to contact them to either obtain a release or a receipt of payment. If the fees are deferred to final occupancy, WRCOG will notify the City. Please visit WRCOG’s web-site at <http://www.wrcog.cog.ca.us/174/TUMF> for more information.
5. School Fee Receipt. When square footage is being added or replaced the School District may charge a fee. The City will send the school district the required information; however, you are required to contact them to either obtain a receipt for payment or an exemption. This information shall be provided to the City of Hemet prior to permit issuance. Hemet Unified School District’s contact information is (951) 765-5100.
6. Waste Management Plan. Shall be completed and submitted to the City of Hemet. The form can be found at <https://www.hemetca.gov/DocumentCenter/View/6882/Waste-Management-Plan?bidId=>

Once the permit fees are calculated, you will be advised of the fees due and any additional information that is required prior to permit issuance.