

# New Commercial/Industrial Construction

— from start to finish —

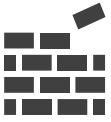


Planning & Development Department  
Plan Check Division  
[Plan Check Website](#)

## New Commercial & Industrial Construction Permit Review Process

The purpose of this handout is to provide a comprehensive outline of the city's building plan review process for New Commercial & Industrial Construction submittals. A business owner or developer should use this handout when selecting an architect and engineer to perform the scope of work associated with the design and plan review process. The requirements listed can be submitted online or in person. The city's online plan check submittal process can be found on the [Plan Check Submittal Requirements](#) webpage.

### 1) Required Submittals:



New Commercial & Industrial construction may require any combination of the following plan submittals after the project has been approved and entitlements are secured. **To prevent delays in the plan review or construction process, these plan submittals should be submitted at the same time.** Plans submitted at different times may extend the plan review or construction timeline.

#### Building Plan Submittal

- Building plans are submitted to the Plan Check Division.

#### Landscape Plan Submittal

- Landscape plans are submitted to the Plan Check Division.

#### Grading Plan Submittal

- Grading plans are submitted to the Development Services Division.

#### Exterior Signage Plan Submittal (If applicable)

- Plans for any exterior illuminated or non-illuminated signs are submitted to the Plan Check Division & Planning Division (separately).

#### Fire Sprinkler, Fire Underground Line and Alarm Plan Submittals (If applicable)

- Fire sprinkler, fire underground lines & fire alarm plans are submitted to the Plan Check Division.

#### Racking and High Pile Storage Plan Submittal (If applicable)

- Plans needed for racking and high-pile storage are submitted to the Plan Check Division.

#### Encroachment Permits

- Plans for public improvements, dry utilities, and water quality management plans are submitted to the Development Services Division if applicable for the project.

#### Health Department Submittal (If applicable)

- If your project includes a food facility, public pool, septic system, or other facilities under oversight of the Riverside County Department of Environmental Health, plans are submitted directly to the County for plan check and an approved copy shall be provided to the City prior to permit issuance.

All submittals require the payment of plan check fees, inspection fees & other miscellaneous fees which can be found using the links below:

[Building Fees](#)

[Fire Fees](#)

[Development Services Fees](#)

[Planning Fees](#)

### 2) Plan Review:



#### Building Plan Submittal (Reviewed by Building, Fire, Planning, and Development Services)

- Building plan check submittal requirements can be found at [Plan Check Submittal Requirements](#)
- Plans shall be prepared by a California State Licensed [Architect](#) and/or [Engineer](#)
- Permit shall be issued to a [California State Licensed Contractor](#) or to the [Property Owner](#) or their Lessee.
- A grading plan shall be approved prior to approval of the building plan and prior to issuance of a building permit.

*The department's goal is to have building plans approved no later than third plan check. Applicant's may request meetings with City staff to address plan check corrections.*

#### City Review Times:

First Plan Review: 10 business days  
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.  
Permit issuance: 3 business days to calculate fees.

#### Landscape Plan Submittal (Reviewed by Building, Fire, Planning, and Development Services)

- The plan shall be prepared by a California State Licensed Architect or [Landscape Architect](#).
- See the [Landscape Design Guidelines](#).

#### City Review Times:

First Plan Review: 15 business days  
All subsequent reviews: 7 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.  
Permit issuance: 3 business days to calculate fees.

**Grading Plan Submittal** (Reviewed by Development Services & Planning)

- Grading plan submittal requirements can be found on the [Development & Permits](#) webpage.
- A grading plan shall be prepared by a California State Licensed Civil Engineer [Board of Engineering](#)
- A grading permit shall be issued to the property owner or an "A" or "B" [California State Licensed Contractor](#).
- Grading Plans with public improvements or construction in the public right-of-way shall require a California State Licensed Contractor with an "A" or appropriate "C" license.

*The department's goal is to have grading plans approved no later than third plan check. Applicant's may request meetings with City staff to address plan check corrections.*

**City Review Times:**

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
All subsequent reviews: 10 business days

Processing times are included.

**Fire Sprinkler Plan Submittal** (Reviewed by Fire & Development Services)

- Plan check submittal requirements can be found at [Fire Sprinkler Submittal Requirements](#)
- The fire sprinkler plan is a separate submittal from the building plan.
- The plan shall be prepared by a California State Licensed [Fire Sprinkler Contractor](#) or [Fire Engineer](#).
- A building permit shall be issued at the same time or prior to issuance of a fire sprinkler permit

**City Review Times:**

First Plan Review: 10 business days  
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.  
Permit issuance: 3 business days to calculate fees.

**Fire Alarm Plan** (Reviewed by Fire)

- Plans shall be prepared by a fire protection engineer or licensed C-10 or C-7 contractor.
- Fire alarm permit requirements can be viewed on [Fire Prevention's web page](#).

**Fire Underground Line** (Reviewed by Fire & Development Services)

- Plans shall be prepared by a [Fire Protection Engineer](#) and shall list the installer.
- Permit may only be issued to a Fire Sprinkler contractor (C-16) or Underground Contractor (C-34, C-36 or A).
- Permit requirements can be viewed on [Fire Prevention's web page](#).

**Racking** (Reviewed by Building and Fire) **and High Pile Storage Plan** (Reviewed by Fire)

- Plans shall be prepared by a licensed [architect or engineer](#).
- Storage rack plans shall include structural calculations if required.
- Permits can be issued to a licensed general contractor or an owner/builder.
- See [Storage Racks handout](#) for more information.

**City Review Times:**

First Plan Review: 10 business days  
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.

**Sign Plan** (Reviewed by Building and Planning)

- Any exterior signage may be submitted as a deferred submittal.
- Illuminated signs shall be listed for their installation location by an approved product testing laboratory and shall include electrical plans and the appropriate energy code compliance forms.
- Wall mounted signs shall include attachment details. Pole or monument signs shall include structural details and calculations.
- Include color elevation views for all signs in the submittal.
- A separate sign permit and fees will be required by the Planning Division.

**City Review Times:**

First Plan Review: 10 business days  
All subsequent reviews: 5 business days

An additional 2 or more business days for shipping/processing are not included in the plan review times.  
Permit issuance: 3 business days to calculate fees.

**Encroachment Permits** (Typically Reviewed by Development Services and Public Works)

- Plan submittal requirements for various encroachment permits can be found on the [Development Services](#) webpage.
- The plans shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering webpage](#))
- The [requirements for obtaining an encroachment permit](#) can also be found on the Development Services webpage.
- An encroachment permit shall be issued to a Class "A" or appropriate Class "C" [California State Licensed Contractor](#).
- Encroachment work shall be bonded for prior to building permit issuance.

**City Review Times:**

First Plan Review: 20 business days  
Second Plan Review: 15 business days  
All subsequent reviews: 10 business days

Processing times are included.

**3) Plan Approval & Permits:**

**Once plans are approved:**

- Permit fees are assessed.
- Grading and public improvement bonds posted by applicant, if applicable.

- Email sent to applicant on permit fees to be paid.
- Permit issued. (Provide approved Health Department plans prior to permit issuance if applicable).
- Move to the field inspection phase once construction starts. See Construction Inspection Flow Chart.
- A Notice of Inspection Completion (NIC) or Certificate of Occupancy (CofO) will be issued for all new construction. A CofO will be issued after the interior buildout and tenant improvements are completed.

#### Development Services

Email: [DSCounter@CoronaCA.Gov](mailto:DSCounter@CoronaCA.Gov)  
Phone#: 951-736-2248

#### Plan Check & Inspection

Plan Check Email: [BuildingPlanCheck@CoronaCA.Gov](mailto:BuildingPlanCheck@CoronaCA.Gov)  
Inspection Email: [BuildingInspection@CoronaCA.gov](mailto:BuildingInspection@CoronaCA.gov)  
Phone#: 951-736-2250

#### Planning

Email: [Plandev@CoronaCA.Gov](mailto:Plandev@CoronaCA.Gov)  
Phone#: 951-736-2262

#### Fire

Email: [Fire.Prevention@CoronaCA.gov](mailto:Fire.Prevention@CoronaCA.gov)  
Phone#: 951-736-2220

#### Handouts and Links:

[Plan Check Submittal Flow Chart](#)  
[Commercial/Industrial Submittal Requirements](#)  
[Fire Department Requirements](#)  
[Corona Design Parameters](#)  
[Plan Check Submittal Checklist](#)  
[Resubmittal Checklist](#)  
[Inspections Flowchart](#)  
[Plan Revision Requirements](#)  
[Certificate of Occupancy Requirements](#)  
[Landscape Permit Application](#)  
[Deferred Submittal & Truss Submittal Requirements](#)  
[When to Call for Inspections](#)  
[Storage Rack Submittal Guidelines](#)  
[Planning Quick Guides](#)

#### Tips:

- Follow the provided flow chart & checklists to stay on track with your construction schedule.
- **Submit grading plans first!** This will help you stay on track on getting a building permit.
- We are here to help you and always more than happy to speak with you over the phone, via zoom, over the counter or by appointment.
- Review all handouts for required information. Following the information in the handouts will save you time.
- Ask your architect or engineer for your city permit number and stay up-to-date on the progress of your plan check submittal by creating an [eTrakit Account](#).