



**Building & Safety Division**  
Community Development Department  
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**Commercial  
Building Required  
Forms and  
Documentation  
Handout**

## COMMERCIAL BUILDING REQUIRED FORMS AND DOCUMENTATION

Requirements are subject to change without notice: check with your Inspector for latest requirement updates.

### FOUNDATION

1. Wet stamped and signed building pad, soils and compaction report.
2. Wet stamped and signed buildings setbacks, orientation certification and finished floor above flood plain certification when in flood zone
3. County Health Department approval of underground plumbing when required.
4. Special Inspection reports. (See city approved inspection agency list)
5. Fire riser approval

All job trailers require building permits including seismic plan; erosion control must be installed and maintained **10/15-4/15**.

### **OBTAIN APPROVAL OF ABOVE BEFORE POURING CONCRETE**

### ROOF AND SHEARWALL

1. Deferred submittals (roof and ceiling truss etc. approved prior to installation)
2. Structural Engineer of record letter of conformance. (City policy # UCB 1702)
3. Special Inspection reports. (See city approved inspection agency list)

All roof, shear and sub floor inspections include complete frame/structural inspection of building components and must be complete. All calculations are required on site for inspections.

### FRAME/HANDICAP/EGRESS

1. Complete and pass roof frame inspection.
2. Complete and pass all sub trades inspections.
3. Complete and pass frame, handicap and egress inspection.
4. Special inspection reports. (See city approved inspection agency list)
5. Fire suppression approval. (Water-hydro test, overhead)

All inspections are done to **approved set of plans only**; all wet stamped and signed RFI's are due at this time.

### **OBTAIN APPROVAL OF ABOVE BEFORE COVERING, INCLUDING ABOVE DROP CEILING**

## **FINAL PERMIT / OCCUPANCY**

**All final letters of conformance must be in city approved format, see format example.**

1. Complete and pass all final inspections, including Accessibility and seismic inspection for racks over 5'9" and sign permits.
2. City of Gilroy Final Clearance Form, completed with all City Depts. and County Health Dept. sign offs.
3. Wet stamped and signed Structural Engineer of record letter of conformance.
4. Wet stamped and signed Architect of record letter of conformance when required on plan.
5. Wet stamped and signed Civil Engineer of record final grading letter of conformance.
6. Wet stamped and signed Special Inspection final affidavit. (see city approved inspection agency list)
7. Electrical Ground- Fault Certification as required per 215-10 NEC
8. Public Safety Radio Certification, for structures over 10,000 s.f. (per city ordinance 2002-196.27)
9. Water Flush Certificate. (chlorination / bacterial test report)
10. Mechanical balance report (certified report)
11. FIRE PREVENTION FINAL approved and signed on building permit.
12. CD of approved final plan delta, with final letter of CD / PDF conformance.
13. FINAL AND CLOSURE OF ALL OPEN PERMITS.
14. CITY OF GILROY BUSINESS LICENSE.

No job interviewing will be allowed in building prior to Final Building. All sales trailers and job interview trailers require building permits including seismic plan and must be handicap accessible, including ramps and restrooms. Prior to Final Building, gas meter, stocking and/or employee training must be approved by the Building Official.

## **OBTAIN APPROVAL OF ABOVE BEFORE FINAL PERMIT / OCCUPANCY**