



# City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901  
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## **COMMERCIAL MECHANICAL ROOF TOP UNIT CHECKLIST**

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan’s examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

**Ready to start your application? Click Here: [salinas-ca-us.avolvecloud.com](http://salinas-ca-us.avolvecloud.com)**

LIST OF REQUIREMENTS	
GENERAL	<a href="#">Create A User Account</a> <b>or</b> Login to <a href="#">Salinas Paperless Permits</a> and Start a New Building Permit Application
	Plans Prepared By a CA Licensed Design Professional
	Plans: Signed and Dated PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 24”X36”, 30”X42”
	Files: Must Be Print Ready with Correct Scale Ratio, With No Data Outside the Print Page Area, No Password Protection or Editing Security
	Sheet Number: The Sheet Number May Be Listed with Decimals or in Whole Numbers
	Sheet Name: The First Character Must Represent the Discipline Area (“A” For Architectural, “S” For Structural, Etc.) Sheet Name Must Clearly Indicate the Information Found on the Page Example: A002.1 – Second Level Floor Plan Details
COVER PAGE & PLANS	Applicable Codes: <a href="#">2025 California Building Code and The Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes</a> and <a href="#">City of Salinas Municipal Code</a>
	Preparer’s Title and Registration (If Applicable), Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit
	Project Data: Property Type, Type of Construction, Occupancy Classification, Square Footage of Existing/New Proposed, Occupant Load, Building Height, Fire Sprinkler (Yes/No) and/or Alarm, Number of Stories
	Detail Of RTU, Curb and Roof Connections (Existing/Proposed)
	Mechanical Roof Plan (Existing/Proposed) With Locations of All Mechanical Equipment, Exhaust Terminations, Applicable Code References and Requirements
CONSTRUCTION DETAILS	Specifications for New and Existing Mechanical Equipment, Curb and Adaptor
	Roof Framing Plan with Notes and Details
	Detail of Structural Connection from Unit to Curb and Curb to Roof
	Electrical Information, Circuit and Panel IDs and Panel Schedule if Modified
SUPPORTING DOCUMENTS	<a href="#">Energy Certificate of Compliance Forms</a> Reproduced On Full Size Plan Sheets
	<a href="#">Construction &amp; Demolition Waste Form</a>
	Manufacturer Specifications and Cut Sheets

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

**Division Contact Information:**

- Planning (831) 758-7206 [currplanwebmail@salinas.gov](mailto:currplanwebmail@salinas.gov)
- Engineering (831) 758-7251 [encroachment@salinas.gov](mailto:encroachment@salinas.gov)
- Fire (831) 758-7466 [fireprevention@salinas.gov](mailto:fireprevention@salinas.gov)
- Paperless Permit (831) 758-7261 Option 1