

COMMERCIAL COACH PERMIT SUBMITTAL CHECKLIST

This checklist may be utilized for the installation of commercial coaches. Plans and calculations shall be in accordance with the 2025 California Building Code (CBC), the 2025 Kern County Code of Building Regulations (KCCBR) and all adopted references. The approval of plans and specifications does not permit the violation of any section of the Building Code or other County Ordinance or State law. The following checklist does not necessarily include all requirements.

Commercial coaches shall bear the California Department of Housing and Community Development, **HCD insignia**, which includes information relating to the occupancy group, design loads, fire safety, electrical, plumbing, and mechanical standards which apply to the commercial coaches. Any alterations, conversions, change in building type or occupancy classification, or the change of use of a commercial coach, shall first obtain a permit from HCD to obtain insignia of approval.

In addition to approval from the Building Inspection Division, approval must be granted from all applicable departments including but not limited to Drainage, Environmental Health, Fire, and Planning.

Submittal Requirement	Provided?	
	Yes	No
1. Commercial coach bears the HCD insignia that matches the proposed occupancy group on plans, design loads, fire safety, electrical, plumbing, and mechanical standards. If a NO answer, obtain new or alteration/conversion permit from HCD.	☐	☐
2. Package has Site Plan that is stamped and signed by the engineer or architect. Plan must show parcel number, property lines, north arrow, easements, adjacent buildings, restrooms, ramps, stairs, and parking (if applicable).	☐	☐
a. Building is located at least 20 feet away from adjacent structures/buildings.	☐	☐
b. A 36-inch wide accessible route connects the commercial coach to parking & restroom.	☐	☐
3. Package has a complete Floor Plan . If there is a restroom, it must be accessible.	☐	☐
4. Foundation Plans and calculations, stamped and signed by the engineer or architect. Calculations should use Risk Category II, appropriate wind speed in accordance with KCCBR Figure 1609D, and site-specific Seismic Design Values. HCD approved foundation plans are accepted, provided they are still valid.	☐	☐
5. Complete details for all Stairs and Ramps . Accessibility Details shall include but are not limited to widths, slopes, rise, run, guardrails, wheel guards, handrails, handrail extensions, and cane detection. Structural Details shall include but are not limited to framing members, connections, decking material, and piers. Stair and ramp plans have a stamp and signature from the architect or engineer.	☐	☐
6. If parking is provided, 5% of spaces (but no less than one) shall be accessible spaces. Complete parking stall, access aisle, marking, and signage information is provided on the plans. Parking details have a stamp and signature from the architect or engineer.	☐	☐
7. Structures within a Fire Hazard Severity Zone must have rated skirting (see CWUIC Section 504.7.1) and protected decks (see CBC Section 504.7.3)	☐	☐
8. Structures located within flood zones shall meet the requirements of the Floodplain Management Division .	☐	☐