



**NEW COMMERCIAL PLAN CHECK POLICY CONCERNING THE
COVER PAGE INFORMATION AND NOTE REQUIREMENTS
FOR THE CITY OF LINCOLN 2020:**

All Commercial plan submittals will need to include the following information on the Cover Page;

Title Block:

- Page reference number
- Designers name[s], contact information, stamps and signatures
- Project name and address
- Revision block with dates of re-submittals

Site plan:

- Provide an overhead view of the area in Lincoln, Ca. and show cross streets.

Page Index:

- List all pages
- New item: Accessibility page needed with details that are prevalent to the project application

Building Data section:

- Current Code and Design Criteria
- Occupancy Use & Classification
- Type of Construction for the Building
- Occupancy load
- Accessibility Data section:
 - Include Building Code Analysis with Code path if clarity needed or required

Project Scope of work:

General Notes:

Deferred Submittal Section :(some items cannot be deferred)

Plan page, scale and font size minimum is 18"X 24" and 1/8 scale and #10 font.

City Hall
600 Sixth Street
Lincoln, CA 95648
(916) 434-2400
www.ci.lincoln.ca.us

Administrative Services - City Manager's Office - Development Services
Fire - Library - Recreation - Police - Public Services