



City of Hollister
Community Development Department
Building Division

339 Fifth Street, Hollister CA 95023
(831) 636-4355 * permitcenter@hollister.ca.gov
Cityofhollister.ca.gov

COMMERCIAL NEW CONSTRUCTION HANDOUT

This handout provides guidance on **Application Submittal, Plan Review, Permit Issuance and Occupancy** for proposed commercial new construction within the City of Hollister jurisdiction.

In accordance with the **2025 California Building Codes** and the **City of Hollister Municipal Code**, permits are required for new construction of buildings or structures and/or are **altered, repaired, moved, converted, demolished or no construction only for occupancy**. Therefore, the following guidelines shall be reviewed and approved by all plan review divisions prior to the commencement of work.

APPLICABLE 2025 CODES

The following codes are enforced as adopted and amended by the City of Hollister:

- California Building Code (CBC) - structural, life safety, occupancy and accessibility, Electrical Code (CEC), Plumbing Code (CPC), Mechanical Code (CMC)
- Energy Code (Title 24),
- Green Building Standards Code (CALGreen)
- Fire Code (CFC)
- City of Hollister Municipal Code – Zoning, planning approvals, and permit administration

WHEN A BUILDING PERMIT IS REQUIRED

A building permit is required for, but not limited to, the following:

- New construction
- Interior or exterior improvements, repairs (architectural, structural, electrical, plumbing, mechanical)
- Change of occupancy, occupancy classification or use
- Accessibility upgrades or modifications
- New tenant occupancy
- Additional utility meters
- Conjoining or separating buildings and/or suites

GENERAL INFORMATION

Application and Permit Fees:

Building Permit fees are based on square footage and/or valuation of the project (labor time and material). An application plan review deposit is required and will be calculated upon submittal. The adopted fee schedule can be located on the City's website and may be provided upon request. All fees paid to the permit center are non-refundable.

Application:

Applications are active for 180 days from submittal date, extension request forms can be located on the City's website or may be provided upon request. Extension request form shall be submitted via email or in person 30 days prior to expiration date.

Plan Review Timeline:

A minimum of 15 business days for all plan review submittals, upon review completion the applicant will be provided with either approval or comments.

Plan review comments and resubmittal:

- Comments and resubmittal requirements will be provided to the applicant and/or authorized agent.
- Resubmittals shall be a complete submittal package and may be emailed to the permit center.

Plan review approval, payment, permit issuance and inspection:

- Permit invoice, payment and issuance shall be issued to the contractor or authorized agent. A scheduled appointment is recommended though not required. The bookings link can be located on the City's website or by scanning the QR code at the bottom of this form.
- Upon permit issuance the first passing inspection shall be completed prior to permit expiration, in which a permit is active for 12 months. Extension request forms can be located on the City's website or may be provided up request. Extension request form required to be submitted 30 days prior to expiration date. Once all Conditions have been met, certificate of occupancy may be issued.

APPLICATION AND PLAN SUBMITTAL REQUIREMENTS

- Completed Building Permit Application signed by contractor / authorized agent
- Plans and drawings prepared by a licensed design professional where required
 - * Plans may be required to be prepared by California licensed professionals only (architects or engineers).

Hard copy:

- Application
- One hard copy plan set – plans shall be drawn to scale, fully dimensioned and legible on minimum 18" x 24", 24" x 36" or maximum 30" x 42" sheets, bounded and stapled.
- Hardcopy submittals and resubmittals require a scheduled submittal appointment which can be scheduled on the City's website at https://hollister.ca.gov/government/development_services/index.php or by scanning the QR code at the bottom of this form.

Electronic copy:

- Application
- Plan set
- Constructions and Demolitions Recycling Plan form
- Monterey Bay Air Resource District (MBARD) application completion notice
- San Benito County Environmental Health approval notice (if applicable)
- Electronic submittals and resubmittals shall be emailed to permitcenter@hollister.ca.gov no more than the day prior to scheduled submittal appointment.

The documents listed in this handout are the standard minimum requirements. Depending on your specific project, you may need to provide additional information, or some items may not apply:

- **Conditions of Approval:** *if applicable to be included in the plan set*
- **Cover Sheet:** Project address and parcel number, property owner information, full scope of work, location map, flood zone, fault zone, type of construction, square footage, existing and proposed occupancy classification(s), area calculations, adopted applicable codes, fire sprinkler status, identify uses of adjacent spaces/suites, location and distances to property lines, existing/previous and proposed tenant, current zoning, occupancy load, number of stories, license professional stamp and signature if applicable, sheet index, special inspections
- **Architectural Plans:** Site/Plot plan, parking with designated accessible parking, existing building floor plan, demolition plan, proposed new floor plan, exiting plans, seating plans, door and/or window schedules, equipment schedules, accessibility upgrades, details & sections, elevations and finishes, roof plan, fire rating requirements and details.

- **Structural Plans:** Foundation plan, floor framing plan, roof framing plan, and associated structural details.
- **Mechanical Plans:** Show ducting, fire dampers, cook hoods, chemical hoods, HVAC equipment, and CFM/BTU's.
- **Electrical Plans:** Location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, exit signs, emergency lighting, and one line diagram showing conductor size and insulation type. Include a panel schedule showing all new and existing lads, building service size, and grounding/bonding.
- **Plumbing Plans:** Provide isometric plans for waste/vent, type of piping material, gas line diagram, water lines, location of boilers, water heaters with their input BTU rating.
- **Energy Calculations:** Signed energy forms with calculations on a plan sheet for any alteration, addition of shell lighting, and interior/exterior mechanical systems.
- **Green Building Standards:** Check off list to be marked pertaining to the proposed project.
- **Soils / Geotechnical Report:** If applicable, both wet stamped and signed
- **Manufacture Specifications**

ADDITIONAL REVIEW REQUIREMENTS MAY APPLY

Commercial New Construction shall comply with current onsite improvement requirements such as but not limited to:

Planning: Design Review, Conditional use permit, administrative permit review, zoning landscaping, parking, signage etc. Conditions may apply prior to building permit application submittal.

(831)636-4360 * planning@hollister.ca.gov

Engineering: Addressing, civil site improvements, drainage, backflow, grease interceptor, water meter, impact fees etc. Conditions may apply prior to building permit application submittal. (831)636-4340 *

engineering@hollister.ca.gov

Building: External and internal accessibility, additional detached structures shall be permitted separately. Changes to approved plans, work commenced or scope of work are required to be processed through a revision submittal. (831)636-4355 * building@hollister.ca.gov

Fire Department: All commercial projects are subject to fire inspections. Underground fire, fire sprinklers, fire backflow, conditions may apply prior to permit issuance.

Separate Submittal & Review – Required fire submittals (i.e., Underground Fire, Sprinklers, Alarms) must be submitted prior to building permit release. For Submittal Requirement, to schedule fire inspections call (831)636-4325, hfpreservation@hollister.ca.gov.

Airport and/or ALUC Review.

Hollister Police Department Review.

San Benito Co. Environmental Health: *Separate Submittal & Review* – Food related business, Tattoo and permanent makeup and Public Pools. Approval notice is required to be submitted to the building division prior to permit issuance. (831)-636-4035

Monterey Bay Air Resource District: Demolition Work and/or Wood Burning Fireplaces – Asbestos and lead survey reports are required for all commercial remodel and demolition projects, MBARD Release is required prior to permit issuance. (831)718-8033

**Online Appointment
scheduling
now available!**

Applicants may now schedule
submittal and permit pick-up
appointments using the new
online self-service scheduling
system.

Schedule Here



<https://tinyurl.com/HollisterPermitCenter>