



## Building & Safety Division

Community Development Department  
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## PLAN SUBMITTAL FOR NEW RESIDENTIAL GUIDELINES (PS-R1)

The following information is a guideline for plans preparation and submittal. In order to provide an expeditious review of your project, only **complete** plans will be accepted for review. A California licensed architect, civil engineer, or structural engineer may be required. *Note: Specific plan requirements depend largely upon the extent, nature, and complexity of the proposed work. Each project is unique and may have additional requirements.*

### Abbreviations/Symbols/Legends Used:

GMC = Gilroy Municipal Code; CBC = California Building Code; CMC = California Mechanical Code; CRC = California Residential Code; CPC = California Plumbing Code; CEC = California Electrical Code; CalGREEN = California Green Building Standards Code; CEnC = California Energy Code; (N) = new; (E) = existing; (R) = replaced; SW=shearwall; FDC = fire department connection; PIV – post indicator valve; “= inches; EOR=engineer of record

### 1. PLANS AND SUBMITTAL REQUIREMENT

- **Plan Size:** Minimum plan size is 24"x36".
- **Dimensions:** Plans shall be fully dimensioned according to the scale below.
- **Scale:** All drawings shall be drawn to an adequate scale with the scale indicated.

Plot Plan:	1/8" = 1', 1" = 10' or 1" = 20'	Floor and Roof Framing:	1/4" = 1'-0" or 1/8" = 1'-0"
Floor Plan:	1/4" = 1'-0" or 1/8" = 1'-0"	Building Cross Sections:	1/4" = 1'-0" or 1/2" = 1'-0"
Foundation Plan:	1/4" = 1'-0" or 1/8" = 1'-0"	Exterior Elevations:	1/8" = 1'-0" or 1/4" = 1'-0"
Construction Details:	3/4" = 1'-0"	Grading, Drainage & Utility Plans:	1"=20, 30, 40
- **Sets of Plans:** 4 sets of plans are required for the initial submittal to the Building Division.
- **Clarity:** All plans shall be readable and clear for microfilm record. Pencil drawings are not acceptable but copies of pencil drawings can be submitted provided that the copies are readable with good contrast.
- **Completeness:** Incomplete plans will not be accepted.
- **Conditions of Approval:** For all projects with approved Arch and Site, or other Planning Entitlements with approved Conditions of Approval – At first plan submittal, Civil Plans shall include a letter from the project engineer indicating how all conditions of approval have been met.
- All Civil Plans shall include the approved Conditions of Approval as a sheet in the Civil Plans.
- Second and subsequent plan submittals shall include detailed responses to all City department comments. All comments shall refer to how comments were addressed and refer to the appropriate sheet. **All projects shall not be accepted without written responses to comments.** General responses will not be accepted.

### 2. PROJECT INFORMATION

On the first sheet of the plans, provide the following project information:

- **Name of Designer, Architect or Engineer:** The printed name, address, telephone number and signature of the person who prepared the plans. Plans prepared by architects and engineers must be stamped (with a state approved stamp) and wet-signed on at least 2 sets of plans.
- **Address and Owner:** Indicate the property street address and the legal owner's name.
- **Scope of Work:** State the complete scope of work.
- **Abbreviations/Symbols/Legends:** Specify all abbreviations/symbols/legends used.
- **Project Information:** State the building floor area; the occupancy group or groups, construction type; whether or not the building will be sprinklered.
- **Index of the Drawings:** Provide a drawing index with sheet number and sheet title.
- **Deferred Submittals:** Provide a list of the proposed deferred items on the front sheet. Verify with the Building Division and complete the Proposed Deferred Submittal form. All deferred items shall be submitted and approved by the Building Division prior to installation.
- **Building Codes:** State the current applicable building codes in effect as the 2016 CBC, CRC, CalGREEN, CPC, CMC, CEC, CEnC and the current GMC.

- **Flood Zone:** If the project is located in a special flood hazard area, the finished floor shall be one-foot higher than the Base Flood Elevation and projects shall require a FEMA Elevation Certificate. Refer to the Project Conditions of Approval or Contact the Engineering Division at (408) 846-0451 for plan preparation requirements.
- **Special Inspection & Structural Observation:** Coordinate with the Engineer of Record and the plan checker for special inspection/structural observation requirements.

### 3. CIVIL PLANS

#### Site Plan

- Existing conditions. Buildings, trees, fences, utility structures, signs, landscape, hardscapes, adjacent public right of way structures (curb, gutter, sidewalk, street lights, etc.), property lines per recorded documents with bearings and distances, easements, any other surface information.
- Existing easements and property lines shall be shown per property recorded information (title report or County record documents. Refer to [www.sccgov.org/sites/dpd/DocsForms/Documents/Surveyor/Pages/TractMapIndex.htm](http://www.sccgov.org/sites/dpd/DocsForms/Documents/Surveyor/Pages/TractMapIndex.htm)
- Existing power poles, street lights or other above ground utility structures such as Pacific Gas and Electric, AT&T Telephone, etc., existing overhead utility lines, and poles within and/or contiguous to the proposed subdivision.
- A north arrow and vicinity map.
- Proposed improvements to the site. On-site and Off-site improvements.
- Adjacent streets or alleys and dimensioned location of the existing building or buildings on the site.
- Fire services and devices (FDC/PIV, Hydrants).

#### Grading and Drainage Plans:

- General topography, contour lines, existing and proposed elevations.
- Show existing contours beyond the property lines sufficient to identify existing drainage patterns or no impact to existing drainage patterns.
- Limits of grading and earthwork quantities (cut/fill)
- Location of overland release route(s).
- Location, width, direction of flow and approximate elevations of flowline, top of curbs, top and bottom of bank of any watercourse.
- Cross-sections, total of 4 (one on each side of the lot), showing existing and proposed conditions.
- Erosion control plans.
- For projects disturbing 1 acre or greater, the project owner shall prepare a SWPPP with the State, and shall show the State issued WDID number on the front cover of the grading plans.
- Stormwater control compliance - see related section below.

#### Utility Plans:

- Location of existing storm, water, and sewer utilities.
- Location and size of all proposed storm, water, and sewer utilities, water valves, meters, etc.
- All utilities in the public right of way to be designed per approved Public Works Design Standards.
- Size and slope of sewer pipes.
- Size and slope of storm drain pipes. Slopes and high/low points, and surface elevations of surface swales.
- Invert elevations at all angle changes, manholes, and point of connections.
- Contours of adjacent property to show drainage conditions that may affect or may be affected by the proposed improvements.

- Existing power poles, street lights or other above ground utility structures such as Pacific Gas and Electric, AT&T Telephone, etc., existing overhead utility lines, and poles within and/or contiguous to the proposed subdivision.
- Existing private or public utility easements

#### **Stormwater Management and Performance Requirements**

- All projects creating or disturbing 2,500 SF or more of surface area is subject to post-construction requirements per the provisions of the State Regional Board, Phase II National Pollutant Discharge and Elimination System (NPDES) Stormwater Permit for the City of Gilroy, dated February 2013. For specific submittal requirements, visit the City of Gilroy Storm Water Management website (<http://www.cityofgilroy.org/261/Storm-Water-Management>) and click the link for the *Stormwater Management Guidance Manual*.
- A project – depending on the scope and complexity of the project - may be required to meet different post-construction requirements or Performance Requirements for stormwater depending on the type and location of the project and amount of impervious surface created and/or replaced. Regardless of the type and size of project, all projects creating or disturbing over 2,500 SF of surface area fall into one of the four Tiers identified in the Performance Requirements. All projects must complete and submit with improvement plans a Performance Requirement Certification, depending on the Tier the project falls under – refer to the *Stormwater Management Guidance Manual* (<http://www.cityofgilroy.org/261/Storm-Water-Management>) which provides details on Gilroy's post-construction Performance Requirements.

#### **4. ARCHITECTURAL PLANS**

##### **Site Plan (or Plot Plan):**

- A north arrow and vicinity map.
- Adjacent streets or alleys and dimensioned location of the existing building or buildings on the site.
- Front, side and rear yard setback dimensions; dimension to easements; and dimension between buildings on the same site. Clearly show the property lines.

##### **Floor Plans:**

- **Room function.** For example: Bathroom, Bedroom, Living room, Storage, etc.
- **Door, window, and skylight.** Provide a schedule for door, window, and skylight. Specify tempered glazing at hazardous locations and show compliance to light, ventilation, and egress in sleeping room requirements. Specify ICC ES report # for skylights.
- **Fireplace (FP).** Specify FP listing (manufacture, model #). Specify gas or wood burning. Wood FP is not allowed unless permitted per Gilroy Ordinance # 2013-10.
- **Handrail.** Specify handrail height, clear space between handrail & wall or other surface, handrail extension, handrail cross section, handrail strength & attachment adequate in accordance to R311.7.8, CRC.
- **Stairway.** Specify rise/run, headroom and width.
- **Guard.** Specify height, open guard baluster dimension, guard strength and attachment in accordance with section R312.1, CRC.
- **Attic and Underfloor Access.** Minimum attic access size is 20"x30" and minimum underfloor access size is 18"x24". Show attic and underfloor access locations.

##### **Roof Plans:**

- **Roof material.** Specify the roof material. If tile roof, include ICC ES report and the maximum tile wet weight.
- **Rooftop mechanical units, parapet, skylights.** Include on roof plan if any.
- **Roof drainage and slope (i.e., 4/12).** Show location and details of scupper, downspout, flashing, and cricket.

### Elevations:

- **Exterior elevations.** Show each exterior elevation. Note that additional elevations may be required for clarity in complex structures.
- **Attic Cross Ventilation.** Specify minimum cross-ventilation for attic/rafter spaces (R806.2, CRC). Include 1" gap between insulation and roof sheathing. Vent calculations shall incorporate combustion air (attic furnace, water heater, etc) opening requirements in addition to the attic cross ventilation requirement.
- **Underfloor/crawlspace Cross Ventilation.** Specify cross-ventilation for underfloor space (R408.1, CRC). Vent calculations shall incorporate combustion air opening requirements for equipment (attic furnace, water heater, etc) in addition to the underfloor ventilation requirement.

### Building Cross Sections:

Provide at least one cross section view for each direction. Provide additional sections or partial sections as necessary to explain all construction and the relationship of foundations, floors and roof to walls, ceilings and other construction. Be sure to indicate cross references to the cut lines on the Floor Plans.

### Reflected Ceiling Plan (RCP):

RCP may be required if architectural features are difficult or unclear according to the project plan checker.

### Details and Notes:

Include all construction details such as changes in floor elevations and floor transitions from concrete to wood, if any.

### Landscape and Irrigation Plans:

If landscape and irrigation plans are required, all submittals must comply with the Planning and Fire, and Engineering Division requirements. New development projects that include landscape areas of 500 square feet or more are subject to and must comply with the City's and State's Model Water Efficient Landscape Ordinance. For projects where new development is not proposed but where landscapes will be rehabilitated, existing landscapes at or over 2,500 square feet are subject to and must comply with the City's and State's Model Water Efficient Landscape Ordinance.

## 5. STRUCTURAL PLANS/CALCULATION

- **Structural Load Criteria.** Contact the Building Division for local design requirements.
- **Structural specification.** Indicate all structural materials, special inspections, inspection frequency (partial, continuous), structural observations, design loads, and soil report information.
- **Soil Report.** A soil report is required for all new residential construction. Submit 2 copies to the Building Division.
- **Roof Framing Plan.** Include roof framing member size and spacing, roof diaphragm plywood thickness and nailing schedule, collector/chord details, shear wall type/length below roof diaphragm, and continuous shear transfer details from roof diaphragm to shearwall. If Pre-manufactured trusses, specify truss bearing points, truss types (i.e., girder truss, jack truss, collector truss, etc.), and truss collector forces.
- **Floor Framing Plan.** Provide framing member sizes, spacing and supports; collectors/chords; shearwall type and length; floor diaphragm plywood thickness and nailing schedule; hold-downs and straps; and shear transfer cross reference at shearwall to floor diaphragm (above and below).
- **Foundation Plan.** Include foundation type (i.e., T, pier and grade beam, mat slab) accordance with the soil report, footings size and depth. Shearwall, hold down, and shear transfer detail at shearwall bottom to floor diaphragm/foundation.
- **Sections and Details.** Provide shear transfer details and construction connections from diaphragm to vertical lateral system (i.e., shearwall) and to foundation.
- **Structural Design Calculations.** Provide structural calculations for vertical load carrying members and lateral resisting system (i.e., shearwall). *Calculation sheets must be numbered, stamped and "wet" signed by the architect or engineer who prepared them. Note: If computer spreadsheet or private unrecognized structural program is used for analysis and design, provide a sample hand calculation to verify its validity.*

## 6. MECHANICAL, PLUMBING and ELECTRICAL (MPE) PLANS

Provide MPE plans unless deemed unnecessary by the plan checker/inspector. MPE plans may be deferred if permitted by the plan checker. Provide (2) copies of working plans for the proposed plumbing, mechanical and electrical systems to the project Building Inspector a minimum of five (5) working days in advance of any requested inspections.

**PLUMBING SYSTEMS** *Note: Type M copper pipe in potable water is not allowed per Gilroy Ordinance.*

- **DRAIN, WASTE AND VENTS (DWV) SYSTEM** - Provide isometric drawing for the proposed drain, waste and vent; and material specifications. Drawing must include fixture counts, pipe size and length, fixture locations, clean-out locations, slopes and connection to existing lateral location.
- **WATER SYSTEM** - Provide one line drawing for the proposed water system and material specifications. Drawing must include total developed length (meter to most remote fixture), service and meter size, branch length, total fixture units, branch fixture units, pipe size and length, and indicate method used for sizing (Section 610.8, CPC).
- **GAS PIPING SYSTEM** - Provide one line layout of the proposed gas piping system and material specifications. Indicate sizing method (1208.4.2, CPC). Include gas meter location, distance from most remote outlet to gas meter, appliance gas demand (BTU or CFH), appliance branch length, and pipe size.

### MECHANICAL SYSTEMS

- **HVAC SYSTEM** - Provide one line layout of the proposed duct and register system. Include duct length, size, register/boot size, cold air return location, and static pressure/volume at furnace location.
- **DRYER DUCT** - Provide duct layout, size and length. If duct is in excess of 14 feet (504.3.1, CMC), provide justification.
- **HOOD EXHAUST** - Provide manufacturer's installation instruction.
- **BATH EXHAUST** - Provide duct layout, size and length and manufacturer's installation instruction.
- **ELECTRICAL SYSTEM**
- **ELECTRICAL LOAD CALCULATION** - Provide electrical load calculation to determine panel size. Include Grounding Electrode Conductor (GEC) size and grounding electrode system (Ufer).
- **PANEL SCHEDULE/DIAGRAM** - Provide plan showing branch circuit layout (panel schedule).

### CalGREEN

Please contact the Building Division to obtain the CalGREEN Checklist.

### T-24 ENERGY & OTHER CITY DEPARTMENT REQUIREMENTS

- **CCR Title 24 Energy Calculations.** A minimum of 2 sets of signed reports are required.
  - Energy compliance requirements include applicable reports, Mandatory Measures, required Compliance Statements, specifications, and reproduction of state forms on the plans at full size (CF1R-PRF-01). Incorporate all energy conservation measures into the plans.
- **Other City Department requirements**
  - If property is located in the special flood hazard area, contact the Engineering Division at (408) 846-0451 prior to beginning any plan preparation.

### SEPARATE PERMITS/PLANS

- Accessory structures proposed on plot plan
- Solar Panels
- Pools and spas
- Demolition of existing structures on site
- Grading and Drainage and Site Improvement plans may be required
- Fire sprinklers. Please contact the Fire Division for fire sprinkler requirements.

**NOTES:**

1. Plan sheets prepared by a licensed architect or registered engineer must be stamped and “wet” signed in at least two copies of each sheet he or she has prepared in accordance with the California Business and Professions Code prior to or at the time of permit issuance.
2. A Building Permit may be issued only to a State of California Licensed Contractor or a property owner meeting the requirements of Section 7044 of the State Business and Professions Code. An Owner may authorize an agent to take out a permit in his or her name by providing a letter for a specific property authorizing that agent to take out the permit or permits. Such a letter should be typewritten and dated, contain the Owners name, property address, the person who will be taking out the permit and a general description of the work to be done.