

Preface

When applying for a permit to build or alter a residential building, a full set of construction plans and supporting documents shall be submitted for review and approval. This checklist should be used to ensure that plans are complete and meet minimum requirements for submittal. Each project is unique and your project may have submittal requirements in addition to the ones listed here.

Please note: The more detailed and complete the plans are the less likely revisions and resubmittals will be required; therefore your project will get through the plan check process sooner.

Applicability

This checklist applies to new Single-Family Residential building permit submittals.

Consult with the Planning Division prior to commencing the design of your project as Arch & Site review, planning entitlements or other conditions of approval may apply.

General Requirements

- Plans must be complete, i.e., architectural, structural, mechanical, electrical, plumbing, civil, and landscape sheets, as well as supporting documents. Incomplete plans will not be accepted.
Exception: deferred submittals such as truss drawings or fire sprinkler system drawings.
- Four (4) complete sets of paper plans, each set stapled or bound in a manner to hold each complete set together, and one (1) digital copy are required at initial submittal.
- Plans must be of sufficient clarity to indicate the location, nature, and extent of work proposed, and show in details that it will conform to the [adopted construction codes](#), relevant laws, ordinances, and regulations.
- Plan Size: minimum plan size is 18"x24" maximum is 36"x48".
- Plans must be drawn to scale and indicate the scale used on each page (e.g. 1/4" = 1').
- Plans must include dimensions. The dimensions must be in proportion to the scale used.
- The design professional who prepared the plans shall wet stamp and sign the plans and calculations as required by [California Business and Professions Code Section 5536.2](#)
Exception: digital stamp and signature are acceptable if accompanied by a signed statement from the preparer of the plans.

Supporting Documents

The following documents must be included with the plans

- Two (2) complete sets of Structural Calculations (for vertical and lateral loads) signed by a licensed engineer.
- Geotechnical Engineering Recommendations (Soils Report)
- Statement of Special Inspections
- Energy Calculations and Forms (Title 24)
- Cal Green Checklist
- Waste Management Plan

Cover Sheet

Must contain the following:

- Address of project and legal description (Assessor's Parcel Number).
- Vicinity Map with north arrow.
- Project Directory: the directory shall include the contact information (name, address, email, and phone number) of all responsible parties involved with the project, such as Owner/Developer, Architect, Engineer, Project Manager, etc.
- Scope of Work: The scope of work shall describe in detail all work to be done.
- Project Data: the project data should include square footage of lot, square footage of building(s), number of stories, height of all buildings occupancy classification, zoning district, type of construction, type of fire sprinkler system
- Code Compliance Statement: List the current applicable construction codes which the project will comply with.
- Drawing Index: The drawing index shall list all sheets in order which they are arranged.
- Deferred Submittals List: list of items that will be submitted at a later time (if any). All items listed shall be submitted for review and approval prior to their installation.
Note: Only items ancillary in nature may be a deferred submittal.

Civil Plans

Must contain the following: (broken down by sheet)

Civil Site Plan: must contain the following

- Existing site conditions such as trees, fences, utility poles etc.
- All property lines with dimensions.
- Setbacks from property lines and easements.
- Adjacent Street or alley.
- North arrow.
- Building/structure location(s) and orientation.
- Location of driveways, paved areas, walkways, exterior steps/landings, and landscaped areas.
- Location and height of retaining walls, and fences.

Grading and Drainage Plan: must contain the following

- 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) (water shed areas)
- Location, width, direction of flow and approximate elevations of flow line, top of curbs, top and bottom of bank of any watercourse.
- Cross-sections: minimum of 2 section views in perpendicular directions, showing profile and drainage details.

Erosion Control Plan: must contain the following

- Show location of erosion control and sediment control measures.

- Show location of stabilized construction entrance/exit.
- Detail for drain inlet protection
- Detail for installation of fiber rolls, silt fence, or other best management practices.
- Projects with 1 acre or more of disturbed soil area (unusual for single-family projects), shall prepare a Storm Water Pollution Prevention Plan (SWPPP) and obtain a “Construction General Permit” from the State Water Board.

Architectural Plans

Must contain the following: (broken down by sheet)

Site Plan: must contain the following

- Adjacent Street or alley.
- North arrow.
- All property lines with dimensions
- Setbacks from property lines
- Location of utility easements and utilities present. (e.g., electrical vaults, tv/data pedestals)
- Location of building utility meters (electric, gas, water)
- Building location(s) and orientation.
- Location of paved areas (e.g., driveway, walkways)
- Abbreviations and symbols legend

Floor Plans: (one for each occupied level) must contain the following

- Location of all walls, interior and exterior (drawn to scale and including dimensions).
- Identification of each room use (e.g., kitchen, dining room, bedroom 1, garage).
- Location of all windows, doors and skylights with number that corresponds with a window and door schedule.
- Location of stairways, handrails, and guardrails.
- Location of appliances. (e.g., range, washing machine, water heater, furnace)
- Location of fixed in place elements such as cabinets.
- Section cuts with symbols that correspond with elevation drawings.
- Detail reference symbols that correspond with detail drawings.



Architectural Details: details shall be sufficient to identify the following

- Wall finish details interior and exterior (e.g., gypsum, stucco, siding etc.)
- Water proofing assembly details. (e.g., window flashing, weather resistant barrier)
- Roof covering details. (material type, installation details)
- Stair details such as rise/run, width, head room, guard rail details, etc.
- Attic and crawlspace venting details.
- Insulation details for walls, floors, and ceiling/roof.
- A door/window schedule containing all information needed to verify compliance with adopted codes such as size, type, safety glazing, sill height, U-factor, SHGC.

Elevations: (renderings of the building on a vertical plane) must include the following

- Show each exterior elevation (i.e. North, South, East, West)
- Provide at least two cross sections one in each direction. Provide additional sections or partial sections as necessary to explain all construction and the relationship of foundations, floors, walls, and roof.
- Include details and notes corresponding with Architectural Details for elements shown on elevations as necessary to explain their assembly.

Structural Plans

Structural Plans must contain the information below, which shall be broken down into multiple sheets as necessary to show all structural components and their connections.

- Footing, pier, grade beam, and retaining wall information.
- Steel Reinforcement details.
- Hold down and foundation anchorage details.
- Concrete slab details.
- Post and girder, floor joists, and floor framing details.
- Wall framing details (framing member size/grade, spacing, fasteners etc.)
- Shear wall location/length, and construction type, plywood thickness, nailing, and shear transfer connection details etc)
- Stair way framing details.
- Roof and Ceiling framing details (Trusses may be deferred but shear transfer and connection details shall be included in the structural plans).

Mechanical, Electrical, and Plumbing Plans

May be combined or separate pages containing the information below.

- Legend identifying symbols used.
- Electrical load calculations.
- Location of Main Service Panel, sub panel(s) and their ampere rating.
- Location and type of receptacle outlets (e.g., 110v, 220v, 20A, GFCI, AFCI etc.).
- Location of lighting, ceiling fans, exhausts fans and their switches.
- Location of smoke detectors and CO alarms.
- Location of HVAC supply and return registers.
- Location of HVAC equipment (i.e., furnace, condensing unit) and BTU ratings.
- Location of gas outlets and gas meter.
- Gas pipe sizing calculations/diagrams.
- Location of main water line, main shutoff valve, and water heater.
- Water piping sizing calculations/diagrams. (hot and cold)
- Location of all plumbing fixtures. (e.g., sinks, showers, hose bibs, etc.)
- Drain Waste Vent sizing calculations/diagrams.
- Location of cleans outs and sewer lateral.