

SUBMITTAL CHECKLIST FOR PLAN REVIEW

Design Criteria:

- ◆ Seismic Zone D or provide analysis and calculations from California Registered Engineer
- ◆ Basic velocity 85 mph 3 second gust exposure C or provide wind speed calculations from California Registered Engineer
- ◆ 2010 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2010 Energy Standards (Title 24), and Health and Safety.
- ◆ Climate Zone 11

Drawing Criteria:

Drawing sizes shall be a minimum of 11" x 17" to a maximum of 30" x 42" inches and all pages shall be the same size. Plans must be clear and legible; **non-legible plans will not be accepted**. Scale shall be 1/4" inch per foot for structural and architectural; 1" inch = 20 feet for site plans. The plot plan can be 8 1/2"x 11 as long as all information is legible.

Plans must be wet-signed by the preparer on each page. Architects/ Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).

Requirements on Cover sheet:

- ◆ Property address
- ◆ Assessor's Parcel Number (APN)
- ◆ Owner name, phone number, and address
- ◆ Contractor s name, address, and phone number
- ◆ Project name, Business name
- ◆ The architect, engineer, and designer information included on the cover page.
- ◆ Sheet index: Description of page and page numbers
- ◆ Square footage of construction and building dimensions
- ◆ Existing and new floor plan (if applicable)

Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner
- California Licensed Contractor
- Structural Plans Included – Stamped and Signed (original) by a California Registered Engineer

FOR OFFICE USE ONLY

- Permit Application Completed and Signed
- Owner Builder signed
- School District
- Public Works Improvements Required
- Environmental Health
- Planning Department

Building Plans: 3 Sets (5 Sets for Commercial/Industrial)

- Site Plan, drainage direction arrows and North arrow
- Foundation plan and footing details
- Floor framing plan (if raised foundation)
- Geotechnical report, if applicable
- Floor plan showing all rooms labeled, windows and doors sizes etc.
- Roof framing plan with all headers and beam sizes
- Elevations (front, rear, & sides)
- Truss calculations (2) copies (signed by engineer)
- Complete electrical plans (main service, sub-panels, lighting, equipment, etc.)
- All plumbing and mechanical shown on the plans
- Cross sections showing construction details, roof pitch, sizes & spacing of structural members
- Structural plans, details, and/or calculations (2) copies
- Title 24 energy calculations (2) copies (wet signed)
- Fire sprinkler plans (3) sets with (2) sets of hydraulic calculations
- Deferred submittals _____
- Site Plan stamped and approved by Planning (if applicable)
- Smoke detector and Carbon monoxide detector locations
- Plans and documents are clear & legible with permanent ink

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may have to review the plans before permits can be issued.

An incomplete plan review submittal will result in delays of your project plan review and may delay building permit issuance.

Submittal will expire if permit is not issued within 180 days of plan review approval or if applicant fails to respond to plan review comments within (8) weeks of notification.