

## ***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
- ◆ 2020 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2020 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.**