

Residential Plan Submittal Checklist

PLEASE NOTE THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.

GENERAL REQUIREMENTS

- ❑ The minimum paper size is 18" x 24", maximum paper size is 36" x 42".
- ❑ Plans must be complete, accurate, and drawn to scale.
- ❑ Provide three sets of plans with numbered pages, a sheet index and sheet count.
- ❑ Submit one copy of soils report and one copy of structural calculations (new construction or additions 500 square feet or larger).
- ❑ Show compliance with State Title 24 Energy Conservation requirements (new habitable structures, additions or alterations to existing conditioned space).
- ❑ Plans prepared by licensed professionals must be stamped at submittal and "wet"-signed or digital (as per Government Code section 16.5) before the permit can be issued.
- ❑ Application must be filled out completely.

INFORMATION REQUIRED ON PLANS

- ❑ If applicable, the following must be reproduced on the plans;
 - Planning "Conditions of Approval"
- ❑ The first sheet of the plans must contain the following:
 - Name, address, and phone number of owner, engineer, architect (or designer) as appropriate,
 - Address of proposed project with assessor's parcel number and land use zone,
 - A project vicinity map,
 - Project data to include size of lot, size of existing buildings, size of addition and/or remodel,
 - A complete description of the scope of work.
- ❑ A site plan that shows the following:
 - Verify if project is located within the Special Flood Hazard Area. Contact Floodplain Coordinator at 805-560-7512 or visit FEMA website <http://msc.fema.gov/portal>
 - All property lines, easements, existing lot drainage, and proposed lot drainage,
 - Existing structures with distances between and from property lines (include patio covers, decks, trellises, sheds, pools, etc.)
 - Location of all proposed work, showing distances from property lines and other structures on the parcel,
 - Height and location of all fences, walls, screens, and hedges over 42" tall,
 - All driveways, paved areas, and required parking spaces,
 - Fire hydrant location(s) for new construction,
 - North arrow on site plan and vicinity map,
 - Relative property elevations, finish floor elevations, and nearest upstream manhole elevation
 - (Installation of a backwater valve in the drainage piping will be required if the flood level rim of the lowest fixture is below the next upstream manhole cover)
- ❑ Foundation plan showing section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings. Soil engineer's name, project number, and report recommendations must be reproduced on the foundation plans.
- ❑ Floor plan showing all walls, doors, windows, cabinets, counters, minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms and clearly distinguish between proposed and existing areas.

- ❑ Framing plan showing all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable).
- ❑ Cross section of building showing all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail & guardrail dimensions, and interior ceiling heights.
- ❑ Elevation drawings from each side of the building or addition. Show building height, roof pitch, exterior wall covering materials, exterior landings, and surrounding grade.
- ❑ Plumbing sheets must include an isometric or schematic diagram with pipe size and type for gas, water, drain waste, and vent piping. Provide calculations for gas and water piping. Show size and location of roof drains and overflows. Show location of all plumbing fixtures. List make and model number for water closets and shower control valves.
- ❑ Mechanical sheets must show and describe all HVAC equipment. Include size and details of support for equipment and ducting. Show location for all existing and new supply & return air registers and all required smoke/fire dampers.
- ❑ Electrical sheets must contain a statement describing the scope of work specific to the project. The drawings must show a single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations. Provide a floor plan that identifies the locations of main & sub-panels, outlets, switches, fixtures and all power apparatus. Show complete circuitry for all of the above mentioned items. Provide energy compliance documentation per State Title 24 regulations.
- ❑ Cal Green Code Documentation
- ❑ Erosion Control Plan as required.
- ❑ Grading Plan (if applicable). Show existing contours, proposed contours, amount of cut and fill, topography in 5 ft. increments, etc.
- ❑ Landscape Plan (if applicable).