



City of San Bernardino

Community Development Department | Planning Division

FLOOR PLAN - SUBMITTAL REQUIREMENTS

The following list outlines the submittal requirements for floor plans for entitlement review. Please consult the San Bernardino Development Code and the Planning Division with any questions. Floor plans must comply with the following requirements/include the following information:

DIMENSION / ORIENTATION

1. All floor plans shall be fully dimensioned. The scale must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to ¼ inch = 1 foot.
2. The floor plan shall be at least 24 x 36 inches in size, FOLDED to no larger than 8.5 x 14 inches.
3. For projects that have multiple floors and/or have multiple buildings, include a sheet for each floor of each building.
4. Provide a legend including the scale, north arrow and description of all symbols used on the plan.

TITLE BLOCK

The Title Block shall include:

- The address of the project
- The Assessor's Parcel Number(s)
- The name, address, and phone numbers or email addresses of:
 - Applicant
 - Person preparing the plan and their license/seal/expiration signature and date signed
 - Property Owner
- Date of latest revision. Any future revisions shall be clearly annotated.

PROJECT INFORMATION LIST

1. Provide the gross and net square footage of each existing and proposed building on the project site in tabular form.
2. Residential multi-unit projects shall provide a typical floor plan for each type of use, plan, or building that is different.

PLAN DETAILS

1. Identify floors, levels, attics, lofts and basements of the buildings and structures with labels indicating the building or structure and the proposed use square footage occupant load factor and occupant load of each room.
2. Identify provisions for accessibility that are proposed or required by law.
3. Identify cooking facilities/kitchens, restrooms and other special uses.