



BUILDING & SAFETY DIVISION | PLANS AND PERMITS DIVISION
DEVELOPMENT SERVICES CENTER
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CHECKLIST FOR PLAN REVIEW:
NEW SINGLE FAMILY DWELLING

General Information: Building Permits are required for any modifications, repairs, and additions to an existing dwelling unit.

DOCUMENT SUBMITTAL LIST:

NUMBER OF PLAN SETS: 24" x 36" Minimum Size (Note: Text characters shall be at least 1/8" in height and a Scale for all Drawings).

- Nine (9) sets of Complete Plans
- Or** Two (2) sets of Complete Plans and a PDF Copy of Plans and Documentation on a Disk

Two (2) sets of the Following Reports:

- Structural Calculations
- Title 24 - Energy Calculations & Forms (Title 24 Part 6)
- Soils Report & Geotechnical Study, if applicable
- Cal Green Residential Mandatory Checklist

Forms Required for Submittal:

- Building Permit Application Form
- Owner/Builder Form (if applicable)
- Construction Waste Handling Plan and Waste Hauler Acknowledgement Form
- Statement of Stormwater Pollution Prevention
- Planning Application Form (if applicable)
- Request for Concurrent Planning Review (if applicable)
- HOA Approval Letter, if applicable

INFORMATION TO BE INCLUDED ON PLANS :

- General Information Required -**
 - Name, title, address, and contact phone number of design professional, signature on all plans
 - Address of property and name, address, contact phone number of property owner
 - Scale for all drawings
- Cover Page -**
 - Applicable codes and editions, Index of drawings
 - Description and scope of work
 - Occupancy and type of construction
 - Fire sprinklers, Special Inspection Requirements
 - Gross area by floor(s) and building height
 - Special Hazard Zones: Wild land-Urban Interface Area (WUIA), Flood Zone, Liquefaction
- Plot Plan and Site Plan -**
 - Lot dimensions, Building footprint with all projections and dimensions to property lines
 - North Arrow, Easement(s)

- Existing and proposed grading plan, topographic plan drawn to 1'-0" contours
- Location of existing and proposed retaining walls

Architectural and Structural Plans -

- Structural roof, floor framing and foundation plans
- Architectural floor plan(s) including adjoining rooms with complete dimensions
- Exterior elevations
- Truss configuration and locations
- Typical cross section in each direction

Structural and Architectural Details -

- Fireplace – masonry or prefabricated fireplace
- Footing, piers, and grade beams, Post and girder connections
- Roof: eaves, overhangs, rakes, and gables framing
- Floor changes/framing (i.e. wood to concrete)
- Handrail(s) and guard(s) with support
- Structural wall sections with details at foundation, floor and roof levels, Structural material specifications
- Stairway rise and run framing, attachment, and dimensions of members
- WUIA construction details (if applicable)

HVAC, Plumbing & Electrical Plan -

- Location of HVAC equipment and plumbing fixtures, Under floor duct location and layout
- Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main panels and sub-panels with size and location, Provide single line diagram for service panels equal to or larger than 400 amps

Title 24 – Energy Report -

- Form CF-1R with all required signatures and Print CF-1R on drawings
- Backup forms including heat loss calculations for new equipment
- List relevant mandatory features and print Complete MF-1R on drawings

Prefabricated Trusses (may be deferred) - Submit the following:

- Roof framing plan with truss identification number and manufacturer's Name
- Detail of all truss splices, connections, and plate sizes
- Show all trusses including gable bracing and bridge
- Calculations need to be stamped/reviewed by individual responsible for design of structure
- Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan

SEPARATE PLANS & PERMITS REQUIRED FOR THE FOLLOWING TYPES OF WORK:

- Automatic fire sprinklers and fire alarm systems
- Accessory structures proposed on the plot plan
- Pools and spas
- Structure demolition
- Encroachment of public right of way

NOTE: This is not a complete list of all required submittals; additional information may be required after initial plan review.