

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** Three (3) 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
 - Gas Lines - Provide gas line sizing calculations on plans, or isometric drawings that include existing and new gas line sizing. Include BTU's, length of pipe, and pipe size for each branch and section. (CPC 1215.4)
 - Water Lines - Provide water line sizing calculation on plans, or isometric drawing that include existing and new water lines sizing. Included water fixture units, distances, and pipe size for each branch and section from the water meter. (CPC 610.0)
 - Drain lines - Provide drain line pipe sizing on plans, or isometric drawing. The sanitary drain line is required to be 4 inches in size at the point of connection from the fourth water closet at the main drain line, to the outside of the building. (CPC 703)
 - 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.