

New & Existing Buildings, Additions and Alterations

Document Submittal List

The items listed below are needed to submit your project for plan check. Without a complete submittal package, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance. The plans should clearly delineate between all existing and new construction.

Document Submittal List

A. Drawings

Provide 3 sets of Drawings

Size: 18" x 24" to 24" x 36", drawn to scale and fully dimensioned. Plans shall be clear and legible; non-legible plans will not be accepted.

Drawings to consist of:

- ___ 1. General Information
- ___ 2. Architectural Plans

Site Plan, Floor Plan, Roof Plans, Elevations, Sections, All existing trees and their dripline within and adjacent to the property line must be identified on the site plan, Other Details

Structural Plans

Foundation Plans, Truss Information, Floor & Roof Framing Plans, Anchorage & Bracing of Walls, and Other Structural Framing Details as appropriate

- ___ 3. Electrical Plan

Floor Plan showing electrical items; locations may be superimposed in floor plans

B. Calculations (if required)

- ___ 1. Structural Calculations

2 sets required for all cases
(Note: All structural details shall be a part of the plans and a minimum of two sets of calculations shall be stamped and wet signed by design professional. Provide structural calcs when design is not in conformance with conventional construction or at the discretion of the Building Official).

- ___ 2. Title 24 Energy Calculations, forms and Mandatory Note Block

(Note: Forms MF1R, WS-1R, and CF1R shall be a part of the approved plans; short forms available for additions under 999 sq. ft.)

C. Other Documents

- ___ 1. Soils Report

For new buildings when soil bearing pressure used in design exceeds 1000 psf

- ___ 2. Special Inspection Forms

i.e., field welding, post-tension concrete, or high strength bolts

Specific Information on the above drawings:

1. General Information (cover sheet):

- ___ Project name & address, as well as project owner's name, address & phone no.
- ___ Design professional's name, title, address, and phone no.
- ___ Parcel number
- ___ Occupancy group(s) i.e. R-3/U and type of construction, fire sprinklers
- ___ Current applicable codes (UBC, UPC, UMC, NEC, UFC, Calif Health & Safety Code, & Title 24 Energy)
- ___ Total square footage of building

- Zoning
 - Use of all rooms, existing and new
 - Description or Scope of Work
 - Index of drawings
 - Vicinity map, location and North arrow
 - Stamp & wet signature of design professional (all sheets) if applicable
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2. Architectural and Structural Plans

- Foundation Plan if applicable (show new and existing work)
 - Floor Plan (show new and existing work and show each floor drawn to scale and fully dimensioned)
 - show size of all openings, swings of doors
 - identify window types
 - fire wall details
 - show location of all stairways
 - show location of all heating and AC equipment
 - Floor/Wall/Ceiling/Roof framing plans
 - Interior and/or Exterior elevations
 - Details Architectural / Structural
 - Cross Sections
 - Bracing and support details
 - Shafts, floor ceiling / roof
 - Protection of penetrations in floors and walls
 - Structural material specifications
 - Door/window Schedules; list size & rating
 - Structural connections - hold downs, welding, columns, etc.
 - identify use of all rooms
 - reference to section details
 - smoke detector locations
 - floor and attic ventilation calcs
 - Framing details
 - Sections details
 - Occupancy separations details
 - celing assemblies
 - Flashing
 - Footing details / piers, grade beams, etc.
 - Hardware
 - Handrails, Guardrails, along with support details
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3. Electrical Plans

- Floor plan showing electrical item locations
 - Lighting fixtures / GFI Circuits
 - New and existing and to be removed
 - HVAC equipment
 - Receptacles and light switches
 - Panel locations / size
 - Site Plan showing service entrance conduit route
 - Load calculations subject to jurisdictional approval
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Notes:

1. Multiple information can be combined on plans for simple buildings, if clarity is maintained
2. This is not a complete list of all required submittals, and additional information may be required after plan review

3. Other departments and agencies may have to review and approve plans before permits can be issued