

REQUIREMENTS FOR CONSTRUCTION PLANS FOR SINGLE-FAMILY DWELLINGS / ROOM ADDITIONS

Four (4) complete sets of plans must be submitted. Please provide two (2) sets of structural calculations and soils reports. The plans (and calculations) must be designed and drawn by a State Licensed Architect or Structural Engineer and be signed by them. Minor projects may not require the involvement of a licensed architect or engineer to oversee the design. If in doubt, please discuss your project with a Building & Safety representative to ensure compliance with state law. The plans also need to be drawn on substantial paper (minimum 24" x 36"), to scale, exactly as the building is to be constructed. Each set needs to be printed and stapled to form complete sets. Defaced, incomplete, indefinite or faded plans shall not be accepted and/or approved.

PROJECT DATA

Scope: New Single Family Residence (SFD) or Room Addition
Occupancy group(s): R-3, U
Floor Area: Living: _____ s.f. Garage: _____ s.f. Other: _____ s.f.
Number of Stories: _____ Seismic Design Category: _____ (SDC Factor)

CODE EDITIONS

2019 California Building, Residential, Mechanical, Electrical and Plumbing Codes and the 2019 California Energy and Green Building Standards Codes.

Statement of Special Inspections: _____

PREPARATION OF DRAWINGS

1. Please identify the person that prepared the drawings and add his/her name, address and phone/fax on the drawings.
2. Designer to sign the drawings prior to recheck submittal.
3. Architect or Engineer-of-record to sign the structural drawings prior to recheck submittal.
4. Drawings must include:
 - a. Title/Cover Sheet: Containing project date, complete scope of work and breakdown of square footage and any notations of existing vs new construction.
 - b. Site Plan: See reverse side of handout for specific requirements.
 - c. Floor Plan: Showing doors, windows, interior walls and features, and complete dimensions of structure.
 - d. Electrical Plan: Show location of service entrance, size and location of any panels or subpanels, and location switches, outlets, and any fixed equipment.
 - e. Plumbing Plan: Show the location of all fixtures and the routing and size of the sewer, water, and gas piping.
 - f. Mechanical Plan: Show the location of all equipment and the routing of all ductwork.
 - g. Building Exterior Elevation Plan: Drawn to scale showing all four sides.
 - h. Construction Notes: Including applicable codes to which structure must comply, material specifications, and other notes.
 - i. Foundation Plans: Provide plans and structural calculations for the foundation. A soils report is required for all new construction.
 - j. Wall, Floor (if applicable), and Roof Framing Plans: Provide plans and structural calculations for all framing for both vertical and lateral load resisting systems.
 - k. Truss Calculations (if applicable): Provide wet stamped and signed roof truss calculations and layout plans.
 - l. Title 24 Energy Calculations: Include required sheets printed on the plans.
 - m. California Green Building Standards mandatory measures.
 - n. Sprinkler system required for all single-family dwellings.

SITE PLAN

1. Use, size, and dimensioned location of existing and proposed structures, including retaining walls. Show and label all property lines.
2. Location of existing and proposed sewage disposal systems, or if public sewer, show location of lateral connections.
3. Names of streets abutting the property.
4. Elevations on the building site and the surrounding lot area.
5. Obtain lot certification from Public Works.
6. Note the "North" arrow.
7. Note the setbacks to all property lines.
8. Show the driveway leading to the garage.
9. Show graphically (by arrows) drainage away from the building foundation and, if applicable, conform to the geotechnical report's recommendations for site drainage and roof drainage disposal.
10. Indicate the location of the APPROVED illuminated address numbers for the property in such a position to be plainly visible and legible from the street or road fronting the property.

PROJECT INFORMATION

1. Note on the Title/Cover sheet the address and/or legal description for this project.
2. Note the project's owner information on the cover sheet: Name, address and phone number.
3. Identify on the drawings the project designer responsible for this project.
4. Add the designer's contact information (name, address, phone number, fax number and e-mail).

SEPARATE REVIEW/PERMIT IS REQUIRED FOR:

1. Septic Tank and Leach Lines. Please add notes on the drawings.
2. Site Retaining Walls
3. Pools/Spas
4. Other

NOTE: This list is not to be considered as all-inclusive.

For more information, contact:
Building and Safety Division
Phone: (951) 413-3350 or Fax: (951) 413-3363