Residential Plan Check Submittal Requirements

The following are the minimum submittal requirements for Residential New Dwellings and additions. Due to site specific conditions, additional information may be required. The plan sets are to include, at the minimum, the following:

Number of Plan Sets and Licensed Professional Stamp Requirements:
1) Submit 5 sets of plans on 24”x36” sheets.
2) Submit 2 sets of calculations (structural, energy, geotechnical, etc.)
3) California licensed engineer or architect’s stamp and signature on the plans is required for multi-story buildings and may be required for one story buildings.

Title Sheet Information: Provide the following on the plan
- Project address
- Scope of work proposed project square footage
- Current applicable California building codes
- Occupancy group and division and the number of occupants with the calculations.
- Type of construction
- Contact information of associated professionals (Architect, Engineers) for this project.

Site Plan: Provide the following on the plan
- Parcel footprint with property lines illustrated
- Street(s) identification
- Existing and proposed use of structures existing and proposed structure dimensions to: property lines, other existing structures and existing or propose slopes (if applicable).
- Earth contours, finish floor elevation, drainage flow, tree locations, utility and road access easements, existing or proposed garages, existing or proposed driveway location, north arrow, plan scale (example:1/4=1’-0”).

Roof Plan: Provide the following on the plan
- Ridge/ Hip/ Valley locations and Roof Pitch
- Roof material type
- Overhangs and attic ventilation openings

Floor Plan: Provide the following on the plan
- Dimension floor plan, including every room and spaces
- Existing and proposed rooms used, including plumbing fixtures in the kitchen and bathrooms.
- Location, size and type of existing proposed door and windows
- Location, and type of electrical fixtures, outlets and switches (Separate Electrical plans may be required).
- Main electrical panel with amperage rating and smoke detectors (Separate Electrical plans may be required).
- Location and BTU rating of existing or proposed heating system, ducts and registers and method of proposed mechanical ventilation.
Exterior Elevations: Provide four elevations that detail vertical dimensions of existing or proposed walls, doors, windows, chimneys and projection. Specify existing or proposed wall and roof material finishes and ventilation locations.

Building Sections: Provide the following on the plan:
- At least one fully dimensioned complete height and width building structural cross-section along with room identification. Specify resistive wall assemblies and construction details.

Schedules:
- Windows: specify size, configuration, type of glazing, type (slider, casement, single hung, etc.).
- Doors: specify size, type, fire rating if applicable, and type of hardware (self-closer, etc.).
- Walls and ceilings: specify finish materials in coatings.

Structural: Provide two sets of structural calculations from a California State licensed engineer or architect with wet stamp and signature.

Foundation Plan: Provide the following on the plan
- Dimensional new, proposed and/or existing Foundation Plan with the size and placement of reinforcement.
- Propose slab thickness and reinforcement and vapor barrier.
- Specify size and placement of structural anchors and hold downs, size, type and spacing of floor joist or sleepers.
- All applicable foundation detail connections (Separate detail sheet may be provided).
- General Foundation notes and specifications (A separate sheet may be provided).

Framing Plan: Provide the following on the plan
- Size of all new and possibly existing structural members and all new connectors.
- Size, spacing and grade of roof rafters, hips, valleys, ceiling and floor joist, beams, columns, door and window headers and shear walls.
- Type, size and location of interior and exterior braced walls.
- Shear Walls Schedule: specify plywood type and thickness, nailing pattern and size of fasteners, size of sills and edge framing, sill nailing pattern and size of fasteners.
- All applicable Framing detail connections (Separate detail sheet may be provided).
- General Structural and Framing notes and specifications (Separate sheet may be provided).

Energy Conservation: Provide the following on the plan
- Energy calculations and all required energy forms for the project.

California Green: Provide the following on the plan
- Residential Mandatory Measures, in addition to Tier1 and Tier 2 Voluntary Measures Checklist.

Note: 1. Please contact the Planning Division and Public Works Department for their requirements.
2. Mechanical and Plumbing Plans are required for 4 and more units.