BUILDING PLANS MAY NOT BE SUBMITTED WITHOUT THE APPROVAL OF THE LAND DEVELOPMENT DIVISION.

GENERAL PLAN SUBMITTAL REQUIREMENTS:
- Three sets of plans drawn to scale.
  - Plot Plan.
  - Floor Plan.
  - Foundation Plan.
  - Elevations – provide a minimum of three elevations of the exterior of the building.
  - Framing sections.
- One copy of current title report.
- One copy of the recorded parcel map.
- Two copies of truss calculations (if trusses are used).
- Two copies of energy compliance information.
- Two copies of soils report (must be less than one year old).
- Plan check fee (to be determined at time of plan submittal).

PLAN REQUIREMENT GUIDELINES

1. ARCHITECT OR ENGINEER SIGNATURE is required on the plans for buildings or portions of buildings not complying with wood frame conventional construction provisions, or exceeding two stories and basement in height.

2. PLOT PLAN, SITE PLAN showing the property lines dimensions, the location of abutting streets, easements, location of flood plain and location of all structures. The plans shall include:
   - Vicinity map.
   - Site address, assessor’s parcel number and legal description.
   - North arrow.
   - Structure and occupancy use (existing and/or proposed).
   - Show setbacks.
   - Zoning requirements.
   - Height of fences and retaining walls, both existing and proposed.

3. FOUNDATION PLAN
   - Show dimensions and details of foundations including continuous footings, grade beams and pier footings.
   - Show footing dimensions, thickness of concrete slabs and reinforcing steel.
4. FRAMING PLANS
- Show the size, directions and length of span of girders, beams, headers and floor joists.
- Show size of posts and columns.

5. FLOOR PLANS
- Show exterior and interior dimensions.
- Show the use of all rooms. Also show the size and type of all windows and doors.
- Show plumbing fixture, gas fixture, water heater and electrical equipment.
- Show the location of heating and air-conditioned facilities.
- Show all interior finishes.
- Show the location of smoke detectors.

6. CROSS SECTIONS showing the following:
- Interior and exterior finishes.
- Size, spacing and type of materials used.
- Insulation type and location.
- Cross reference connection details.

7. ELEVATIONS showing the following:
- View of all doors, windows and other openings.
- Exterior finishes.
- New and pre-existing grades; and height of structure and projections above grade.
- Dimensions of eave projections.

8. ROOF PLAN AND DETAILS showing the following:
- Roof pitch and provisions for drainage.
- Size of hips, valleys, rafters and ridges.
- Direction of span of rafters, trusses, beams and headers.
- Any special framing at roof area.
- Complete roofing specifications.

9. STRUCTURAL CALCULATIONS showing the following:
- Are required for portions of buildings not complying with conventional construction provisions.
- Structural calculations must have the signature and stamp of the licensed engineer or architect who prepared the calculations.
- The signature and stamp must be on the first page of the calculations and each page of the structural plans.

10. SOILS REPORT
- A soils report that is less than one year old is required for all new construction.
11. TITLE 24 – DOCUMENTATION FOR ENERGY
   • Show compliance with a prescriptive package or submit Title 24 energy calculations. The energy forms shall be made part of the plans.

12. UTILITY LOCATIONS
   • Show gas and electric meter locations.
   • Show locations of sewer main and laterals.
   • Show locations of water meter and water lines to the building.

ADDITIONAL REQUIREMENTS
   • Fire sprinklers are required on all new single family dwelling construction. A fire sprinkler contractor will need to submit sprinkler plans to Development Services Center and pay the required fee.

QUESTIONS?
   • Call the Development Services counter at 760-639-6108.