

## 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. 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 approved.

### **PROJECT DATA**

Scope: New Single Family Residence (SFD) or Room Addition  
Occupancy Group (s): R-3, U1  
Floor Area:  
    Living: \_\_\_\_\_ s.f.  
    Garage: \_\_\_\_\_ s.f.  
    Other: \_\_\_\_\_ s.f.  
Number of Stories: \_\_\_\_\_  
Seismic Design Category: \_\_\_\_\_ (SDC Factor)  
Code Editions: 2010 California Building, Mechanical, Electrical and Plumbing Codes and the 2010 California Energy Code.  
Statement of Special Inspections: \_\_\_\_\_

### **PREPARATION OF DRAWINGS**

- \* Please identify the person that prepared the drawings and add his/her name, address and phone/fax on the drawings.
- \* Designer to sign the drawings prior to recheck submittal.
- \* Architect or Engineer-of-record to sign the structural drawings prior to recheck submittal.
- \* Drawings must include:
  - A. Site Plan: See reverse side of handout for specific requirements.
  - B. Floor Plan: Showing doors, windows, interior walls and features, and complete dimensions of structure.
  - C. Electrical Plan: Show location of service entrance, size and location of any panels or subpanels, and location switches, outlets, and any fixed equipment.
  - D. Plumbing Plan: Show the location of all fixtures and the routing and size of the sewer, water, and gas piping.
  - E. Mechanical Plan: Show the location of all equipment and the routing of all duct work.
  - F. Building Exterior Elevation Plan: Drawn to scale showing all four sides.
  - G. Construction Notes: Including applicable codes to which structure must comply, material specifications, and other notes.
  - H. Foundation Plans: Provide plans and structural calculations for the foundation. A soils report is required for all new construction.
  - I. Wall, Floor (if applicable), and Roof Framing Plans: Provide plans and structural calculations for all framing for both vertical and lateral load resisting systems.
  - J. Truss Calculations (if applicable): Provide wet stamped and signed roof truss calculations and layout plans.
  - K. Title 24 Energy Calculations: Include required sheets printed on the plans.
  - L. Sprinkler system required for all new Single-Family Dwellings.

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**SITE PLAN**

- \* Use, size, and dimensioned location of existing and proposed structures, including retaining walls. Show and label all property lines.
- \* Location of existing and proposed sewage disposal systems, or if public sewer, show location of lateral connections.
- \* Names of streets abutting the property.
- \* Elevations on the building site and the surrounding lot area.
- \* Obtain lot certification from Public Works.
- \* Note the "North" arrow.
- \* Note the setbacks to all property lines.
- \* Show the driveway leading to the garage
- \* 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.
- \* 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**

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

**SEPARATE REVIEW/PERMIT IS REQUIRED FOR:**

- \* Septic Tank and Leach Lines. Please add notes on the drawings.
- \* Site Retaining Walls
- \* Pools/Spas
- \* 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