Minimum Plan Submittal Requirements:

**New Single-Family Dwelling**

**Additions to Single-Family Dwellings**

The following are the minimum submittal requirements. After review of your project the City and/or other commenting agencies may require more information.

1. Four (4) sets of complete plans showing all work shall be submitted; partially completed plans will not be accepted.
2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies, fully dimensioned and drawn to scale (minimum 1/8"=1' scale, 1/4"=1' recommended). Superfluous general notes and details, which do not apply to the proposed construction project shall not be included on the plans.
4. All plans submitted must be signed by the person responsible for their preparation. When required, plans must have original signature “wet” stamped and signed by a licensed architect or engineer registered in the state of California.
5. A fully dimensioned **SITE PLAN** which contains the following information is required:
   - Project address/Assessor’s Parcel Number
   - Name, address, and telephone numbers of the owner and the person responsible for the preparation of the plans.
   - All easements and restricted use areas, with dimensions.
   - Lot area with table of lot coverage by impervious surfaces in square feet and as a percent (%) of the lot.
   - North arrow.
   - All structure-to-property line setback dimensions (existing and proposed).
   - Location of all property lines.
   - Dimensions of all architectural projections (mansards, bay windows, cornices, balconies, awnings, eaves, etc.).
   - Street name(s) for all adjacent streets, and street center lines.
   - Grade elevations at property line corners, at driveways, and at garage floor.
   - Provide lot and driveway profile. Show slope in percent and degrees.
   - If slope of lot exceeds 10%, topographic contours must be shown with 2’ contour lines. If slope of lot exceeds 10%, the City’s Hillside Regulations apply. Contact the Planning Department.
   - Show all proposed and existing utility meters, public sewer connections, sump pumps, back flow devices, storm drains, and fire hydrant locations.
   - Locations of all building/structures on adjacent property within 10 feet of property line.
   - Location and dimensions of all walks, driveways, decks, retaining walls, and hard scapes.
   - Show the location of top and toe of any slope on property.
   - Show size and species of all trees, their drip line, if proposed structures are within 5 feet of a drip line. Contact the Planning Department.
   - The type of soil and bearing value shall be indicated on the plans. Where expansive soil conditions exist or lot slope is 25% or greater, two wet signed **SOIL/GEOTECHNICAL REPORTS** shall be required.
   - Show total amount of grading cut and fill quantities. If over four (4) cubic yards, contact the Planning Department to determine if Archaeological Monitoring is required.

6. **A DRAINAGE PLAN**, when required, shall include the following information and details:
   - Site drainage patterns.
   - Drainage devices, such as catch basins, area drains, and sump pumps.

7. **GENERAL NOTES** shall be included on the plans to address all construction requirements.

   The general notes shall include information which addresses the following:
   - Applicable codes
   - Occupancy classification, and use
   - Construction Type
   - If fire sprinklers are to be provided
   - Assessor’s Parcel Number (APN)
   - Lot area
   - Building area
   - Building height
   - Zoning
   - Description of work

8. **A SITE SURVEY**, when required, shall contain the following information:
• Name, address, telephone number, and State of California license number of surveyor.
• Locations of property lines, structures on property, and/or grade elevations and topography.

9. **SEPARATE PERMITS** may be required for any of the following:
   • Fences
   • Grading
   • Demolition
   • Site improvements such as Pools and Spas
   • Retaining walls
   • Design Review
   • Cultural Resource Alteration

10. Fully dimensioned **FLOOR PLANS** are required for every affected story. Every room shall identify the existing and intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction including electrical, mechanical, and plumbing.

11. Dimensioned **STRUCTURAL PLANS** shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for:
   • All critical connections.
   • All construction assemblies.
   • Size, location and embedment depth of all anchor bolts, including bolts required for hold-down devices.
   • Concrete reinforcement details, including the size, spacing, location and number of reinforcing bars.
   • All lateral force-resisting elements, including shear wall schedules, diaphragm construction specifications, and construction details for steel frame elements.
   • For prefabricated trusses, plans must indicate type of truss and connection details at time of submittal.

12. Two complete sets of **STRUCTURAL CALCULATIONS** shall be provided to substantiate the structural plans if deviating from the conventional light frame construction provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be “wet”, original stamped and signed by a licensed engineer or architect registered in the state of California.

13. Fully dimensioned **EXTERIOR ELEVATION** drawings shall be provided that show existing and finished grade lines. Show all wall and roof finish materials, and location of all openings. The elevation drawings shall identify the building height at all critical locations from proposed and natural grade.

14. Fully dimensioned **SECTION** drawings shall be provided through the building at all significant locations.

15. A complete and dimensioned **LANDSCAPE AND IRRIGATION** plan, prepared by an individual licensed in the state of California to prepare and stamp such a plan, may be required for all new construction.

16. Two **CERTIFICATE OF COMPLIANCE (TITLE 24)** shall be included to verify energy conservation compliance as required per Part 6 and Division 3 of the Business and Professions Code.

17. Two sets of signed energy compliance calculations shall be provided.

18. If any soil disturbance is required for the project, state this on plans and indicate amount of earth moving proposed. If any grading is proposed within the drip line of any adjacent trees, contact the Planning Department.