

PLAN SUBMITTAL CHECKLIST

For SINGLE-FAMILY RESIDENCES



Building & Safety Dept., 200 S. 10th St., Santa Paula, CA 93060

General Requirements:

- Plans must be complete, accurate, and drawn to scale and be of sufficient detail and clarity to indicate the nature and extent of the proposed work.
- Provide four sets of plans with numbered pages and a sheet index.
- Plan sheets must be the same size (supplemental documents may be 8 ½" x 11").
- Provide two copies of all supplemental documentation applicable to your project, i. e., Title 24 energy calculations, soils and/or geology reports and structural calculations.
- Show compliance with State Title 24 Energy Conservation requirements. CF-1R & MF-1R forms must be on the plan sheets.
- Plans prepared by licensed professionals must be stamped.

Information Required on Plans:

- Cover or title sheet containing the following:
 - *Name, address, and phone number of owner and the signature or stamp of the engineer, architect, or designer*
 - *Address of proposed project with assessor's parcel number and land use zone*
 - *A complete description of the scope of work*
 - *Planning Commission "Conditions of Approval" when Planning Commission approval is required*
- Plot Plan (site plan) showing the following:
 - *Lot size, lot coverage (sq. ft. & percentages), property lines, easements, existing lot drainage and proposed lot drainage (you may contact the Planning Dept. for details regarding lot coverage)*
 - *Existing structures (including patio covers, decks, trellises, sheds, pools, etc.)*
 - *Location of all proposed work (hatch to distinguish from existing), showing distances from property lines and other structures on the parcel*
 - *Height and location of all fences, walls, screens, and hedges*
 - *All driveways, paved areas, and required parking spaces*
 - *North arrow and vicinity map, adjacent streets, and scale*
 - *Easements, Edison pole and service panel locations (showing electrical service size & drop)*
- Foundation Plan showing the following:
 - *Section details for proposed footings and grade beams, showing steel, dimensions & depth*
 - *Slab details, including concrete compressive strength, thickness of sand, vapor barrier, size and placement of reinforcing steel, anchor bolt placement and hold-down sizes and locations*
 - *Show compressive strength of footing concrete*

- ❑ **Floor Plan** showing the following (using conventional scale, e.g., 1/4" = 1"):
 - *Room uses*
 - *Wall locations*
 - *Window and door locations and schedules, cabinets, and counters*
 - *Electrical outlet, fixture and switch locations, types of outlets (GFCI), and smoke detectors*
 - *Plumbing fixtures*
 - *Electrical equipment (service size in amps and type of grounding)*
 - *Furnace and A/C locations*
 - *Attic access location and size*
 - *References to detail locations*
 - *Landings (exterior)*

- ❑ **Roof Plan** showing the following:
 - *Ridge, valley, and hip lines, and cricketts where needed*
 - *Roof draining pattern and roof pitch (slope)*
 - *Eave overhangs*
 - *Roof covering material with specifications and fire class rating, underlayment, flashing, roof sheathing and nailing specifications*
 - *Gable support details*

- ❑ **Framing Plan** showing the following:
 - *Floor and ceiling joist locations, sizes, spacing and spans*
 - *Roof rafters or trusses*
 - *Posts, beams, headers and their sizes*
 - *Shear wall location and schedule, and shear transfer details*
 - *Lumber species and grade*
 - *Floor sheathing and nailing*
 - *Nailing schedules (include sole plate nailing on shear wall schedule)*
 - *Framing hardware (hold-downs, connectors & straps)*
 - *Beam joint connection details and hardware*
 - *All other structural elements*

- ❑ **Cross Sections** showing the following:
 - *Vertical load distribution from roof to foundation*
 - *Foundation and floor connection details (including shear transfer)*
 - *Ceiling heights, and ceiling and roof connections*
 - *Roof slopes*
 - *Interior and exterior finishes*
 - *Insulation types and R-values*
 - *Stairs, handrail, and guardrail dimensions & details*

- Exterior Elevations** showing the following:
 - *North, south, east and west elevations*
 - *Building height*
 - *Roof height*
 - *Window heights(to lowest sill)*
 - *Windows, doors, attic and floor vents*
 - *Exterior wall covering material*
 - *Exterior landings and surrounding grade*
 - *Underfloor access*

- Electrical Plan**
 - *Show kitchen counter electrical detail (enlarged)*

- Plumbing Plan** (if complex)

- Mechanical Plan**
 - *Provide enclosure details, combustion air and return air locations (if applicable)*

- Grading Plan** (for new residences or additions on ungraded lots or hillsides)