



1. A minimum of two (2) complete sets of plans and one (1) additional architectural set for the County Assessor that includes: a) a site plan, b) dimensioned floor plans, and c) elevations shall be submitted (jurisdiction may require additional sets); 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 (no ink), fully dimensioned and drawn to scale (minimum 1/8" scale, 1/4" recommended) on sheets which are at least 18" x 24" min. (24" x 36" 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 be wet stamped and signed by an 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 including suite number if appropriate, and legal description.
 - Include the name, address, and telephone numbers of the owner and the person responsible for the preparation of the plans.
 - All easements with dimensions
 - Lot area
 - Landscaping, floor area ratio, and lot coverage tabulations in both 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, marquees, bay windows, signs, cornices, balconies, awnings, eaves, etc.).
 - Street name(s) for all adjacent streets, and street center lines for commercial projects.
 - Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces.
 - Grade elevations at property line corners, at driveways, and at garage floor.
 - Show all proposed and existing utility meters, public sewer connections, private sewage disposal systems, and fire hydrant locations.
 - Locations of all buildings / structures on adjacent property within 10 feet of property line. (For shoring requirements, see item 19).
 - Location and dimensions of all walks, driveways and hardscape.
 - Show the location of top or toe of any slope on property.
 - If the Architect or Engineering professional responsible for the plans is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
6. A **DRAINAGE PLAN**, when required, shall include the following information and details:
 - Site drainage patterns
 - Catch basins, area drains, 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:
 - If fire sprinklers are to be provided.
 - Occupancy classification, and use.
 - Type of construction.
 - The codes and their editions applicable to the project.
 - Allowable area analysis (this is not required for tenant improvements).
 - Building material specifications.
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:

- Electrical
- Mechanical
- Plumbing
- Site improvements
- Retaining walls (other than walls which are part of the building)
- Fences
- Grading
- Demolition
- Driveway Aprons and Street Use
- _____

10. Fully dimensioned **FLOOR PLANS** are required for every affected story. Every room shall identify the existing and the 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.

11. Fully dimensioned details indicating compliance with **DISABLED ACCESS** requirements, including:

- Disabled parking spaces
- Paths of travel from disabled parking spaces to building entrance
- Building entrance and paths of travel and/or accessible routes within the building.
- Disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.

12. 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.

13. Complete **STRUCTURAL CALCULATIONS** shall be provided to substantiate the structural plans if deviating from the conventional construction provisions of the building code. The structural calculations shall address both vertical and lateral forces and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.

14. Fully dimensioned **EXTERIOR ELEVATIONS** drawings shall be provided that show existing and finished grade lines. Show wall and roof finish material, in addition to the location of all openings. The elevations shall identify the building height at all critical locations.

15. Fully dimensioned **SECTION** drawings shall be provided through the building at all significant locations. At least two sections shall be provided in each orthogonal direction.

16. A complete and dimensioned **LANDSCAPE AND IRRIGATION** plan, prepared by a qualified individual licensed in the state of California, may be required for all new construction, and most other projects that alter existing parking and/or landscaping.

17. A signed **CERTIFICATE OF COMPLIANCE** shall be included to verify energy conservation compliance. Energy conservation calculations shall be provided for computer or points method.

18. The type of soil and bearing value shall be indicated on the plans. Where expansive soil conditions exist, refer to local jurisdiction requirements. A **SOIL/ GEOTECHNICAL REPORT** may be required by the local jurisdiction.

19. **SHORING** plans and calculations may be required for all excavations which exceed four feet in depth, or which remove lateral support from an existing building, an adjacent property or the public right of way.

20. If a new, relocated or upgraded **ELECTRIC SERVICE** is required, applicants must contact the local utility company for approval of meter location and the available short circuit current information.

21. **NPDES** requirements shall be incorporated into the construction documents. See attached documents for details.