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## RESIDENTIAL BUILDING PLAN REQUIREMENTS AND GUIDELINES

Please use a scale common to industry practice (1/4 per foot desired)

Construction documents shall be drawn upon suitable material and of sufficient clarity to indicate the location, nature and extent of work proposed and show in detail that it will conform to the provisions of this code, and relevant laws, ordinances, rules and regulations, in accordance with the provisions of 2013 California Residential Code (CRC) Section R106.1.1. Submit three complete sets of plans that include the following on minimum 11" by 17" paper.

Manufacturer's installation instructions, as required by this code, shall be available on the job site at time of inspection, in accordance with the provisions of CRC Section R106.1.2. Manufacturer installation instructions must be provided for plan review of certain systems, components, assemblies and anchorages, as required by the plan reviewer.

The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method provided that any such alternative has been approved in accordance with the provisions of 2013 CRC R104.11. Evaluation reports such as ICC-ES reports must be provided for plan review for verification of any requirements that may be in addition to manufacturer's installation instructions.

**Building Services will not accept an application for a residential building permit unless the minimum criteria listed below are met.**

	<b>Title Block</b> Giving: owner's name and mailing address, job site address, and assessor's parcel number. Include summary of square footage for each of the proposed occupancies. Provide a complete scope of work for the project.
<b>Site Plan</b>	(minimum scale 1" = 20' - 0")
	This plan must show the entire parcel and indicate and identify actual distances from all property lines and/or easements to structures, existing and proposed. Show all easements on the site plan.
	Contour lines in 1 or 2 foot increments must be shown within 20 feet of proposed structures, additions, new driveways or retaining walls. Show all cuts and fills on the site plan.
	Indicate the finished floor elevations of all proposed structures and additions, and top of wall elevations every 30 feet of wall on the site plan.
	Include a site drainage plan. Show how storm water will drain around the new structure or addition. Show all site drainage piping, locations of engineered swales, locations of outlet dissipater and other drainage outlets. Provide a detail for the outlet dissipater.
	<b>Foundation Plan</b> with details.
	<b>Floor Plan</b> (fully dimensioned) illustrating proposed size and use of all rooms. Areas not altered to be identified with an (E).
	<b>Floor Framing Plan</b> with details (include deck framing if applicable).
	<b>Building Sections/Structural Plans</b> Provide building section cut views in 2 directions. Show locations of brace wall panels or shearwalls (2013 CRC Section R106.1) with length of wall specified on the plans. Engineer's calculations are required for shear walls.
	<b>Roof Framing Plan with details</b> (Include the truss manufacturers specifications if a roof truss system is used. Must be reviewed and signed by the project engineer.) Provide attic ventilation calculations and roofing system with ICC-ES report or equal for roofing systems.
	<b>Elevation Drawings</b> Including front, rear, and sides.
	<b>Electrical / Mechanical/ Plumbing Plan</b> May be illustrated on the floor plan.
	<b>California Energy Code – Energy Calculations</b> Include CF-1R form and Mandatory Measures checklist.
	<b>Cal Green Residential Requirements, Mandatory (plus tier 1 for new houses).</b>
	<b>Name and Wet-Signature (original)</b> of the person responsible for preparing the plans. (Plans requiring design by a California registered Architect or Engineer must have seal, signature and license number with current expiration date.)
	<b>A Completed Special Inspection Form</b> Special inspection is required for all welding (including shop welding), concrete, prestressed concrete, shotcrete, reinforced masonry and soil compaction.

Special inspection is not required for isolated spread concrete footings of building 3 stories or less, fully supported on ground; or continuous footings, supporting walls of buildings 3 stories or less, fully supported on ground, and with concrete strength specified in engineer calculations to be 2,500 psi or less. All other reinforced concrete structures, except walls 3 feet or less above grade, must have special inspections.

- Reinforced concrete special inspections must be performed by an ICC or ACI reinforced concrete special inspector (no associates).
- Structural steel welding special inspections must be performed by an ICC Welding Inspector or AWS CWI (no associates).

Customer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Reviewer: \_\_\_\_\_