

SUBMITTAL DOCUMENTS FOR A RESIDENTIAL BUILDING PERMIT

Maximum sheet size of the plans shall be 24" X 36". Minimal sheet size shall be determined by staff based on the level of information required, scale, etc.

Each plan sheet shall be identified by a discrete number, drawing title, and revision date.

All plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the current codes and all relevant laws, ordinances, rules and regulations.

All pages shall be wet signed by the person responsible for the plans.

All plans shall be consistent with any conceptual drawings approved as part of a discretionary project (if applicable).

All plans sets shall include copies of the final conditions of approval transferred to full size sheets and bound into the project plans (if applicable).

If plans are designed by a California licensed Architect or Engineer, then all documents and plans shall be wet stamped and wet signed by the design professional.

Plans requiring more than one resubmittal for plan check will be charged \$52.17 per hour.

1. 1 application filled out completely

2. 3 sets of an 8 ½" X 11" plot plan which shall include the following:

- ∞ A north arrow
- ∞ Scale with scale bar and drawn to an engineering scale (i.e. 1" = 10' or 1" = 20'. Consistent to copy of plans. Do not reduce).
- ∞ Location of all property lines, proposed and existing structures, and distances from property lines to structures.
- ∞ If a vehicle turn around is required by the Fire Department then include this on the plot plan (to scale).

3. 3 sets of construction plans which shall include the following:

- ∞ Cover page (may be included on the floor plan if space allows)
 - a. Scope of work.
 - b. Building area.
 - c. Project address and Assessors Parcel Number.
 - d. Property owner.
- ∞ Floor Plan
 - a. All wall lines shown (interior and exterior).
 - b. All door and window openings shown (with type, sizes and swing direction).
 - c. All rooms labeled for use.
 - d. All permanent furniture or equipment shown.
- ∞ Foundation Plan

- ∞ Floor framing Plan
- ∞ Wall framing Plan
- ∞ Roof framing Plan
- ∞ Electrical Plan (Including proposed service entrance location, type (underground or over head), size (amperage) and voltage).
- ∞ Plumbing, and Mechanical Plan
- ∞ Sprinkler plans (if required)
- ∞ All specifications, details, and cross sections as needed
- ∞ 4 elevations (North, South, East and West).
- ∞ California Energy Calculations transferred to full size sheets and bound into the plans
- ∞ 2 sets of the California Energy Calculations
- ∞ 2 sets of the structural calculations (if required)
- ∞ 2 sets of the soils investigative report (if required)
- ∞ 2 copies of the special inspection agreement form (if required)

The building permit review process can take from 2 to 4 weeks for the first review.

Building permit applications and building permits authorizing work expire by limitation 180 days after the date of application or date of issuance. A one-time 6 month extension may be granted upon written request.

If your project is required to construct new sidewalk, curb, and gutter, you may be eligible to participate in the City's Homeowners' Sidewalk Construction Reimbursement Program. Please contact the Department of Public Works for more information.