Community & Economic
Development Department
Building & Safety Division

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BUILDING PLAN CHECK SUBMITTAL GUIDELINES

Incomplete building plan submittals may cause unnecessary delays during the City plan review process. Therefore, in an effort to expedite the submittal for all of our customers, we ask that your plans be complete. All of the items listed below must be included with the plan review submittal package in order for a complete and expeditious review to be performed. The total number of copies to be submitted varies depending on the type of project. Check the reverse side of this handout to determine the total number of building plan sets required at time of submittal.

Generally, most plans must include Architectural, Structural, Mechanical, Plumbing, and Electrical drawings. These plans must be wet stamped and signed by the design professional(s) responsible for the project in accordance with the State Business & Professions Code. Minor projects may not require the involvement of a licensed Architect or Engineer to oversee the design. If in doubt, please discuss your project with one of the B&S Plan Reviewers to assure compliance with state law.

The following drawings to appropriate scale are typically included as a part of the building plan submittal package and based on the type of project and overall scope of work:

***Site Plan**	***Floor Plan**	***Ceiling Plan**	***Elevations**
***Cross-Sections**	***Roof Plan**	***Framing Plan**	***Foundation Plan & Details**
***Structural Details**	***Electrical Plan**	***Mechanical Plan**	***Plumbing Plan**

Two sets each of the following supporting documents are required based on the project scope of work:

Structural Design & Supporting Calculations: Generally, if your plans have been designed by a licensed Engineer or Architect, then supporting structural calculations must be provided. All supporting calculations must be wet stamped, dated, and signed by the Licensed Design Professional of Record. If trusses are proposed, then supporting calculations and plans must also be wet stamped, dated, and signed by the truss company's licensed Engineer. Then, shop drawings must be reviewed and stamped approved by the projects responsible Licensed Design Professional prior to B&S Division review and approval.

Title 24 - Energy Conservation Calculations and Compliance Forms: Energy conservation compliance is generally required for all new buildings as well as any additions or alterations to an existing buildings envelope, lighting, or HVAC system in accordance with the latest California Energy Standards. These reports and documents must be HERS registered, signed, and copied within the plans as required by law.

Soil Report Required: A soil report with a study of liquefaction potential is required to be submitted for all newly proposed industrial, commercial, and residential buildings. The soil report must be prepared, wet stamped, dated, and signed by an appropriately Licensed Design Professional and fully comply with CBC Section 1802.2.7. There may be exceptions on a case by case basis for small single story residential additions and other minor projects, or if a complying report is available from an adjacent nearby property, when approved by the Building Official.

HOW MANY SETS OF PLANS DO I NEED TO SUBMIT TO THE CITY TO START THE BUILDING PLAN REVIEW PROCESS?

STEP 1: Use Table 1 to determine the Type of Project you are submitting for plan review.
STEP 2: Based on the Type of Project identified in Table 1, determine the number of sets of plans to be submitted as shown in Table 2.

TABLE 1

Type of Project:	Project Descriptions
A	-Residential: Room Additions or Remodels of homes **without** fire sprinklers **and without** electrical meter upgrades -Residential Patios, Decks, Pools, Spas, Fences, and similar projects
B	-Residential: Room Additions or Remodels of homes **with** fire sprinklers **or with** electrical meter upgrades -Tenant Improvements **without** changes to the main electrical service panel; including Change in Use projects.
C	-New Single Family Dwellings, Duplexes, (Includes Tracts)
D	-Tenant Improvements to Restaurants **without** changes to the main electrical service panel
E	-Tenant Improvements **with** changes to the main electrical service panel -Tenant Improvements where the square footage of the space is increased but within the existing building footprint
F	-New Multi-Family Dwellings (3 or more units, includes apartments and condominiums)
G	-New Office, Commercial, Industrial, and Restaurant Buildings -Additions to Office, Commercial, Industrial, and Restaurant Buildings

TABLE 2

	Type of project:	A	B	C	D	E	F	G
	Sets of Plans Required:	**3 Full Sets**	**4 Full Sets**	**4 Full Sets 5 Site Plans 1 Floor Plan**	**5 Full Sets 1 Site Plan 1 Floor Plan**	**5 Full Sets 1 Site Plan 1 Floor Plan**	**6 Full Sets 5 Site Plan 1 Floor Plan**	**8 Full Sets 3 Site Plans**
	The B&S Division will route your plans to the following Departments for a concurrent plan review:							
1	Building & Safety	Full Set	Full Set	Full Set	Full Set	Full Set	Full Set	Full Set
2	Planning	Full Set	Full Set	Full Set	Full Set	Full Set	Full Set	Full Set
3	RPU Water			Site Plan			Full Set	Full Set
4	RPU Electric			Full Set		Full Set	Full Set	Full Set
5	Fire Prevention		Full Set	Full Set	Full Set	Full Set	Full Set	Full Set
6	PW Land Development			Site & Floor Plan	Site & Floor Plan	Site & Floor Plan	Site & Floor Plan	Full Set
7	PW Environmental Compliance				Full Set		Full Set	Full Set
8	PW Solid Waste						Site Plan	Site Plan
9	PW Street Trees			Site Plan			Site Plan	Site Plan
10	Parks & Recreation			Site Plan			Site Plan	Site Plan
11	County Assessor	Full Set	Full Set	Full Set	Full Set	Full Set	Full Set	Full Set