

	<b>CITY OF SAN GABRIEL</b> <b>COMMUNITY DEVELOPMENT, BUILDING AND SAFETY</b> 425 S. Mission Dr. San Gabriel, CA 91776 (626) 308-2806	<b>2016 CALIFORNIA CODES</b> CODE CYCLE  <b>4/22/19</b> EFFECTIVE DATE
	<b>RESIDENTIAL SUBMITTAL REQUIREMENTS</b>	

## INTRODUCTION

The following information is provided as guidance to the applicant by outlining the minimum requirements for plan submittal for residential projects. By following the outline, your processing time will be minimized. When the minimum required documentation and plan information is incorporated into the project plans as indicated below, the submittal review process can be completed and the project will be able to proceed to the formal plan review process by the applicable departments/divisions.

## DOCUMENTATION

- PERMIT APPLICATION:** A completed “Plan Check Application”, review and approved by the Planning Division is required prior to Building Division submittal. Your estimated project valuation must include all proposed work which includes demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review.
  
- PLANS:** Four (4) complete sets of plans, printed on 24” X 36” sheets for new single family and large additions. Three (3) sets of plans for small additions and interior renovations. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8” for site plan & plot plan. 1/4” scale for floor plan, elevations, sections, etc. Other sizes or scales, larger or smaller, require prior written approval by the Building Official or Planning Manager. Minor projects may be submitted on 11” x 17” minimum size provided scale of drawings and text is maintained. When a soils report is provided, four (4) sets of plans are required.
  
- SOILS REPORT:** Three (2) bounded copies if required. Typically required in 2 unit developments in liquefaction zone or any new foundation work in liquefaction zone. (See liquefaction zone map).
  
- SITE SURVEY:** A site survey is generally required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer.
  
- STRUCTURAL CALCULATIONS:** When required, two (2) copies of the supporting calculations, wet stamped and signed.

**MEP PLANS:** Mechanical, Electrical, and Plumbing plans are required. Simple plan view will usually provide the information required. Complex designs may be required to be designed by a Registered Design Professional.

**TITLE 24 ENERGY ANALYSIS:** Conformance Energy Code. T-24 is required when there are changes to the envelope of the building, mechanical systems or when lighting is added or changed.

## PLAN INFORMATION

Residential plans must be legible and capable of digital scanning. They may be produced (drawn) by a licensed Architect or Engineer, the Property Owner/Builder, Design Consultant, licensed Contractor or other qualified person. Plans that are not legible may be rejected prior to plan review. All plans shall be signed by the person(s) preparing the plan.

Current California law regarding Owner/Builder permits requires the property be the principle residence of the owner. Rental properties are required to use licensed contractors to perform all work that requires a permit.

The plan, at a minimum, shall include the following information and details:

A complete **“Project Description”** and **“Scope of Work”** must be on the cover sheet of the plans. The plan description must match the Application description.

Deferred Submittal items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items are not approved for deferred submittal.

**Building Data Legend** must be provided on the title sheet. Include the following information for the building proposed:

- Project address.
- Owner’s name, address and phone number.
- Designer / Architect / Engineer of Record contact information.
- Name, address and telephone number of person who prepared the plans.
- The Legal description (A.P.N.).
- Occupancy group.
- Type of Construction.
- Floor Area calculations, including existing and new areas.
- Site area and % of coverage.
- Note if a fire sprinkler system is installed.

Provide with each set of plans\*:

- Cover sheet with Vicinity Plan and drawing index.
- Conditions of Approval (inserted behind the cover sheet) if applicable.
- Site Plan.
- Roof Plan/Floor Plan.
- Construction Section(s).
- Foundation Plan.
- Floor Framing / Roof Framing plan.
- Elevations of all effected sides.
- Architectural and structural Details.