

**Residential Plan Check**

All residential plans submitted for plan check must meet the minimum requirements listed below. This will include, but not be limited to, new dwellings, townhouses, condominiums, tracts, additions, garages, and all detached buildings on residential property. Defaced, faded and illegible plans will not be accepted.

SUBMIT **FIVE** COMPLETE SETS OF PLANS FOR PLAN CHECK, THE PLANS MUST BE DRAWN ON SUBSTANTIAL PAPER (MINIMUM 11X17), CONSISTING OF THE FOLLOWING:

1. **PLOT PLAN:** Draw to scale, indicating all property lines, show existing buildings and location of the proposed new building. Indicate the distance to property lines and all other structures on the property. Indicate square footage of all existing structures and the square footage of the property.
2. **FOUNDATION PLAN:** Draw to scale, consisting of fully dimensioned plans showing all footing locations, pier and footing sizes. Foundation details shall indicate size, width and depth of footings. Indicate anchor bolt size, spacing and type. Show slab thickness (mesh and visqueen type and size, if required).
3. **FLOOR PLAN:** Draw to scale. Indicate all openings, doors, window sizes, and header sizes. Identify all rooms. Indicate all electrical switches, lights, outlets and location of main service. Indicate all plumbing fixtures. Indicate the location, make, model number and size of the furnace unit, AC unit and water heater. Indicate all ceiling and floor joist size and spacing, and direction on the floor plan. Indicate all mandatory features and devices on the floor plans as required by Title 24.
4. **FRAMING CROSS SECTIONS:** Indicate wall framing sizes and spacing. Indicate rafter sizes and spacing, ceiling and floor joist size and spacing. Indicate all header, beam and girder sizes. Indicate size and type of top and bottom plates. Indicate all bracing and shear walls. Indicate footing sizes and anchor bolt spacing and size. Indicate all wall, floor and ceiling insulation type, thickness and R value. Indicate type and size of interior and exterior wall finish. Indicate roof pitch, type and size of roof and floor sheathing and roofing material. Indicate wall bracing, purlins, roof rafters, and ridge.
5. **DETAILS:** Show sufficient details on the plans to clearly explain all structural connections.
6. **ELEVATIONS:** Show front, rear, left and right sides, of the proposed building. Indicate direction each elevation faces; north, south, etc. Indicate all exterior finishes.
7. **ROOF PLAN:** Indicate roof pitch and roofing material. If tile or wood shake or wood shingle, submit the I.C.B.O. approval number. Indicate all hips, valleys, ridge and purlins. Indicate sheathing type and thickness. All roofing material must comply with the City's requirements for fire area.

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8. **TRUSS PLAN:** If trusses are to be used, submit two complete sets of truss plans from the roof truss company including a roof truss layout. Submit the name and the I.C.B.O. approval number of the inspection agency performing the in-plant inspections on the trusses.
  
9. **ENERGY CALCULATIONS:** Submit two complete sets of energy calculations showing compliance with Title 24, Energy Regulations for residential buildings.
  
10. **ENGINEERING CALCULATIONS:** If engineering calculations are required by plan check, or are required due to the type of construction, submit two complete sets of engineering calculations with the engineer's original wet signature on both sets. The plans and calculations must correlate.
  
11. **GRADING PLANS:** If more than 50 cubic yards of earth are moved, or one foot of fill is used, or if you have a 2' cut, a separate grading permit will be required. Submit three complete sets of grading plans and two preliminary soils reports for plan check. A building permit will not be issued until the grading is finalized. A final compaction report and letter of pad certification must be submitted to the Building Division. Prior to the issuance of the building permit, all grading operations will be inspected by the Building Division.
  
12. **PLAN CHECK FEES:** All plan check fees must be paid at the time plans are submitted for plan check.
  
13. Request for building inspections can be received in the office of the Building Division between 7:30 and 5:30 p.m. the previous day of the requested inspection. Building Inspectors are in the office for questions between the hours of 7:00-8:00 a.m.