

CONSTRUCTION DOCUMENT
 SUBMITTAL REQUIREMENTS for
 NEW SINGLE-FAMILY DWELLINGS



Submittal Notes and the Plan Check Process:

(SFD = Single Family Dwelling, ADU = Accessory Dwelling Unit, DPX = Duplex)

1. The following are the **minimum submittal requirements** for construction documents intended for building permit application of **new single family dwellings, duplexes, accessory dwelling units and associated accessory structures** on individual lots.
2. Discretionary review is required for new units in hillside areas (over 10% slope), Scenic Corridor, Historical areas and in zones where required. Please check with the planning department for further information or additional restrictions.
3. If discretionary review is required then discretionary review approval through the planning department is required prior to submittal for building permit. Concurrent review requires prior approval from the Chief Building Official.
4. New **“SFD”, “ADU”, duplex and/or accessory structures** may be routed, during plan check, to the divisions as listed.
 - a. **Planning Division:** if discretionary review is required, they will review for conformance to “Conditions of Approval” (C of A).
 - b. **Engineering Division** will review submittal & may require public improvements.
 - c. **Fire Department** will review if structure is 3 or more stories or greater than 35ft in height, or more than 150 feet from public street access, or is on a subdivision lot greater than 5 years.
 - d. **Utilities** will review for availability, backflow devices, demand fees, water meter size, etc.
 - e. **Water Conservation:** All new SFD, ADU & Duplexes shall be reviewed for compliance to water conservation ordinances.
5. Plan check review comments will be compiled by the differing divisions and departments and will be available to the designer in a timely manner. Once comments have been resolved then permit may be issued.
6. Allowable method of payment for required fees are **MasterCard®**, **VISA®**, **Discover®**, check or cash only.

New Single Family Dwelling condensed list of Construction Documents

- 5** Complete sets of drawings are required; and,
(24" x 36" Suggested minimum sheet size must be legible - Smaller Sizes Accepted if Allowed by CBO or Designated Representative)
- Add 1 additional set if planning review is required.
 - Add 1 additional set if fire review is required.

The sets are to include, at a minimum, the following:

- General information & building data
- Site/plot plan Grading plan and details
- CALGreen checklist & energy forms & calculations
- Landscape/irrigation plans, calcs. and hydrozone table
- Architectural plans, including but not limited to:
 - Floor plan(s) Electrical flr. Plan(s).
 - Reflected ceiling plan(s) Roof plan(s)
 - Building section(s) Exterior elevations
 - Architectural details
- Structural plans, including:
 - Foundation plan(s) Floor framing plan(s)
 - Roof framing plan(s) Framing details(s)

- Information on new Plumbing, Mechanical, Electrical and Energy Compliance components to be shown (at a min.) on Architectural plans.

Supporting Documentation

2 Sets of Each:

- Structural Calculations (for vertical & lateral loads) or design per Conventional Construction provisions of the Cal. Bldg Code Section 2308 (if applicable)
- Energy calculations (Title 24)
- CALGreen support documentation (signed)
- Soils report & plan review letter from soils engr.

1 Copy of Each:

- Completed building permit application
- HOA approval letter (if applicable)
- Completed school district form (signed)

Expanded list of Construction Document requirements for plan check submittal

Complete sets of drawings are required:

- See above for minimum number of sets.
- Min. of 2 of the required sets shall be signed by the individual responsible for preparation of the plans.
- Sets need to be stapled or bound together as full sets.

General Information:

- Code compliance statement listing the applicable codes
- Project name, address and clear scope of work
- Owner information: Name, Address & Phone #
- Designers information: Name, Address, Phone # & e-mail
- Clearly note that the project will be fire sprinklered & that sprinkler plans to be submitted separately.
- Sheet Index of drawings
- Vicinity Map of project location.

Building Data:

- Occupancy group(s) (usually 'R3' and 'U')
- Type of construction (usually type 'VB')
- Floor area per story and total floor area,
- Building height. (height calculation if in hillside area)

CALGreen Checklist forms:

- City of SR CALGreen Checklist to be incorporated into the set of prints or attached to plans.

Energy Compliance forms:

- CF-1R & MF-1R to be incorporated into the set of prints.

Site/Plot Plan

- North Arrow Topo Lot dimensions & bearings
- Building footprints with overall dimensions & projections (such as eaves, bay windows or balconies).
- Easements & building setback lines including second story setbacks and garage setbacks (if applicable)
- Location of any existing structures to be demolished

Landscape and Irrigation Plans:

- Landscape drawings showing location of structures, planting areas, sod areas, mulch areas & plant legends
- Irrigation drawings and calcs. show hydrozones, irrigation system, auto. controllers, irrigation valves, check valves, etc.
- Soil analysis report with documentation verifying implementation of soil report recommendations.
- Completed Max. Applied Water Allowance Spreadsheet

Expanded list of Construction Document requirements for plan check submittal continued

- **Grading Plan and details**
 - Existing drainage patterns & proposed drainage patterns and drainage devices (as applicable).
 - Existing & new contours including elevation data & benchmarks
 - Soil excavation calculations of export and import
 - Proposed retaining walls & related structural calcs.
- **Architectural Plans, including:**
 - **Floor Plan(s):** for each story incl. basement level
 - Fully dimensioned & to scale, with scale noted.
 - All windows & doors properly located w/ type & sizes.
 - Location of safety glazing & egress windows
 - Location of all appliances including FAU, water heater, range, refrigerators, etc.
 - Location of plumbing fixtures.
 - Location of gas, electrical & water meters
 - Location, type and model of fireplaces.
 - North Arrow □ Label all rooms □ Wall legends
 - **Reflected Ceiling Plan:** *(may be in main floor plans)*
 - Show all skylights & ceiling surface changes & slopes,
 - Location of light fixtures, HVAC registers, etc.
 - **Electrical Floor Plans:** *(may be in main floor plans)*
 - Outlets, switches & light fixtures.
 - Relationship of switches to their respective fixture or appliance.
 - Compliance to Title 24 energy requirements.
 - **Roof Plan:**
 - Roofing material & class
 - Attic ventilation calc's & number & type of attic vents.
 - Direction & slope of roof, valleys, hips, chimneys, skylights, etc..
 - Overhangs, eaves, gables and rakes dimensioned.
 - Locate PV equipment as applicable. Show solar ready zone
 - **Building Sections:**
 - Provide building section at most informative locations. (More than one may be required)
 - Label rooms, interior finishes
 - Clearances from framing to grade,
 - Subfloor to top plate heights.
 - Identify insulation and show where required

- **Exterior Elevations:**
 - Provide elevations that show all vertical planes, including courtyards or other elements.
 - Windows & doors properly located.
 - Overall building heights □ Note all exterior finishes
 - For hillside projects include height calculations
- **Architectural Details:**
 - Attic venting details □ Handrail, guards & support details
 - Floor changes: such as from deck to floor
 - Water heater seismic strapping details, stairway, ground rail, window and door moisture protection.
- **Structural Plans:**
 - **Structural Design criteria:**
 - Wind speed, Seismic Design Cat.,
 - Shear wall/braced wall schedules
 - Verify information on structural calcs. match drawings. *(as applicable)*
 - **Foundation Plan:**
 - Dimensions, footings, piers, grade beams, a.b.'s & holddowns, etc. *(as applicable)*
 - Referenced detail bubbles. □ Underfloor venting details
 - **Floor Framing Plan:**
 - Reference extent of & label all framing members, shear walls or braced walls, holddowns, etc.
 - Referenced detail bubbles.
 - **Roof Framing Plan:**
 - Reference extent of & label all framing members, shear walls/ braced walls, wall ties, etc.
 - Truss Information clearly shown & noted as deferred *(if applicable)*. Deferral form required.
 - Reference extent of & label all framing members,
 - Referenced detail bubbles.
 - **Structural Details:**
 - Roof to wall, wall to floor, floor to foundation details
 - Shear transfer details
 - Holddown details, post details, pier details
 - Chord details, plate splice details etc.
 - **Electrical Plans:** *(if applicable)*
 - Provide electrical drawings for PV installation. *(if applicable)*
 - **Plumbing Plans:** *(if applicable)*
 - Provide plumbing drawings for gray water sys. *(if applicable)*
 - **SUSMP Worksheet:** *(if applicable)* When Worksheet indicates BMPs are req'd, 2 cc's of final SUSMP doc req'd.

Additional items that may be required prior to issuance of building permit(s):

- Encroachment Permit for Public Improvements
- Plan review letter from soils engineer compliance to soil report

Fees other than building permit fees that may be assessed to this project: (see latest fee schedule)

- Housing Allocation In-Lieu Fee
- Advanced Planning Fee
- Technology Fee
- Capital facilities Fee
- Sewer & Water Demand Fees
- Park Impact Fee
- School Impact Fees
- Southeast or Southwest Impact Fees
- WELO Fees
- Other fees assessed due to Conditions of Approval listed in CUP, DR, LNDMRK or HILLSIDE approvals.

Separate Permit applications may be required for the following: Plans may be combined for multiple buildings, if clarity is maintained.)

- Accessory structures proposed on the plot plan
- Free standing photovoltaic systems
- Retaining Walls, Pool/Spas
- Demolition of detached structures
- Grading/retaining wall permits
- Fences over 7'

For further information: If you have any questions regarding Building permit applications and submittal requirements please feel free to call: City of Santa Rosa Planning & Economic Development @ 707-543-3200 or visit us at "srcity.org".