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

- **New Single Family Dwelling (SFD)**
- **Second Dwelling Unit (SDU)**
- **Duplexes (DPX)**

2. **Building Data:**
   - **Structural Data:** Structural calculations for new units in hillside areas (over 10% slope), Scenic Corridor, Historical areas and in zones where SFD’s are not permitted. Please check with the planning department for further information or additional restrictions.
   - **Energy Data:** Energy calculations (Title 24) or design per Conventional Construction provisions of the Cal. Bldg Code Section 2308 (if applicable).
   - **CALGreen and Energy Compliance:** CALGreen support documentation to be incorporated into the set of prints. Completed review form by green point rater.
   - **Electrical Data:** Drawings and calculations to be shown (at a min.) on Architectural plans.

New Single Family Dwelling condensed list of Construction Documents

5. Complete sets of drawings are required.
   - (11” x 17” Suggested minimum sheet size)
   - 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:**
  - General information & building data
  - Site/plot plan
  - Grade plan and details
  - CALGreen checklist & energy forms
  - Landscape plans and irrigation plans and calcs.

- **Architectural Plans:**
  - 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:**
  - Structural plans, including:
    - Foundation plan(s)
    - Roof framing plan(s)
    - Framing details(s)

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

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 drafting 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:**
  - 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.
- **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 calc.

- **Architectural Plans, including:**
  - **Floor Plans(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.
  - **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

- **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 & holdowns, etc. (as applicable)
    - Referenced detail bubbles.  □ Underfloor venting details
  - **Floor Framing Plan:**
    - Reference extent of & label all framing members, shear walls or braced walls, holldowns, 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
    - Holdown 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)*

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
- 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
- Demolition of detached structures  □ Grading / retaining wall permits
- Retaining walls  □ Pools and spas
- Fences over 6’

For further information: □ If you have any questions regarding Building permit applications and submittal requirements please feel free to call:
City of Santa Rosa Community Development Building Division @ 707-543-3230
or visit us at "http://ci.santa-rosa.ca.us/departments/communitydev/Pages/default.aspx"