

**PROJECT SUBMITTAL REQUIREMENTS**

Item No.	Requirements
2.2	<b>Conditional – Designated Historical Site or District:</b> If the project site / structure is designated Historical OR located within a Historical District, see <a href="#">Information Bulletin 581</a> (Designated Historical Resource Review) for submittal requirements.
<b>3.0 GENERAL REQUIREMENTS - ALL PLANS -</b>	
3.1	<b>Title Sheet:</b> Provide, in a table format, the following information on the first sheet of the plans: <ul style="list-style-type: none"><li>• <b>Scope of Work</b> – Include a bullet point narrative that details the complete scope of work for which the Building, Plumbing, Mechanical and/or Electrical Permits are being requested. Clearly identify partial permits, such as foundation, substructure, and shell buildings.</li><li>• <b>Sheet Index</b> – List all sheets included in the plan package</li><li>• <b>Project Team</b> - List name and phone number of all design professionals including engineers, architects, designers</li><li>• <b>Legal description and Assessor Parcel Number(s)</b> for the property on which the development is proposed.</li><li>• <b>Property Owner</b> name(s) and address(es).</li><li>• <b>Uses</b> - Existing and proposed.</li><li>• <b>Zoning</b> designation and/or overlay zone designations (Coastal, Coastal Height Limit, Airport Influence Area, etc.).</li><li>• <b>Related Approvals</b> - List all related approvals required under separate permits (e.g., approved development permits, Grading Permits, Right-of-Way Permits, Plumbing Permit for private utilities, Request for Alternate, Agreements, etc.)</li><li>• <b>Type of Construction</b> of existing and proposed structures per the California Building Code.</li><li>• <b>Occupancy Classification(s)</b>, existing and proposed, per the California Building Code.</li><li>• <b>Number of stories</b> (existing and proposed).</li><li>• <b>Building Code year</b> used for the design of the project.</li><li>• <b>Floor Area</b> - Gross floor area and floor area ratio (if applicable), total new floor area added, total existing floor area to remain per story.</li><li>• <b>Landscape area</b> square footage for water conservation purposes.</li><li>• <b>Total area of disturbance</b></li><li>• <b>Existing impervious area</b> (S.F.)</li><li>• <b>Proposed impervious area</b> (S.F.)</li><li>• <b>Storm Water Quality Notes</b></li><li>• <b>Conditional: Reasonable Accommodations</b> – If you are proposing deviations to setbacks, building heights and/or floor area ratio for the purpose of reasonable accommodations for accessibility, include in scope of work and clearly show on site plan, floor plan and sections/elevations.</li><li>• <b>Conditional: Voluntary Accessibility Program (LDC Section 145.4001)</b> – If requesting incentives through the Voluntary Accessibility Program, describe the project development incentives in the development summary and identify each building as “Voluntary Tier I”, “Voluntary Tier II”, or “CBC 11A required” on the site plan.</li></ul>
3.2	<b>Scale:</b> The architectural site plan, grading plan, topographic map, and landscape plans should be prepared on the same scale.
3.3	<b>Legend:</b> Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.
3.4	<b>Key Map:</b> Projects requiring multiple base sheets must include a graphic key map on each sheet that indicates its relationship to the entire project.
3.5	<b>Conditional – Responsible Charge:</b> Plans shall be prepared, stamped and signed by either a California registered architect or California professional engineer in accordance with <a href="#">Business and Professions (B&amp;P) Code Sections 5535 thru 5538</a> , unless otherwise exempt per B&P Code Section 5537. List on the title sheet the design professional’s (engineer or architect) name and company name of who prepared the plans or are in responsible charge. Note: Stamped plans may be submitted without a signature but must be signed prior to permit issuance; however, all calculations must be stamped and signed at time of project submittal.
<b>4.0 SITE PLAN PACKAGE</b> (see <a href="#">Information Bulletin 122, How to Prepare a Site Plan</a> )	
4.1	<b>Property Lines:</b> Show and label all property lines with dimensions.
4.2	<b>Setback Lines:</b> Show and label all required and proposed setback lines.
4.3	<b>Easements:</b> Show and label all existing and proposed easements, including the type of easement.
4.4	<b>Street/Right of Way:</b> Show and label all existing and proposed streets, sidewalk, curb cuts, driveways, curb to property line distances. Indicate any separate permit for proposed improvements in the public right of way or public service easements.
4.5	<b>Off-Street Parking:</b> Show all “off-street” parking spaces that are not within a structure. Identify any disabled parking spaces, and provide parking calculations.

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4.6	<b>Drainage:</b> Show existing and proposed drainage patterns, including roof drains and area drains.
4.7	<b>Structures and Hardscape:</b> Show location and dimensions of all existing and proposed buildings and structures, including accessory structures such as fences, walls, trash enclosures, patio covers. Hardscape (pavement) shall be delineated and identified by a symbol/pattern. Show and label the dimensions between structures and to property lines. Label year constructed for all existing buildings.
4.8	<b>Best Management Practice (BMP) Plan:</b> Show all construction BMPs, permanent construction BMPs, post construction BMP'S and Low Impact Development (LID) design features and details. Label as BMP Sheet (see Information Bulletin, "How to Prepare a BMP Plan").
4.9	<b>Impervious Surface:</b> Show all buildings, structures, and edges of all pavement and other impervious surfaces.
4.10	<b>Buildings/Structures:</b> Show location & dimensions of all existing (to remain) and proposed buildings and structures (e.g., fences, retaining walls, trash enclosures, patio covers, and trellises), use of all existing (to remain) and proposed structures, including number of stories.
4.11	<b>Separation Distances:</b> Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.
4.12	<b>Contours:</b> Provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five and ten foot contour intervals may be acceptable provided spot elevations are called out as necessary for the analyst to properly understand the character of the site. <u>Show contours off-site within 50 feet of the property line.</u>
4.13	<b>Utilities:</b> Show all existing and proposed utilities on the property and adjacent right of way, including hydrants, vault, transformers, electrical meter, electric sub-panels, poles, water meters, water and sewer lines etc. Also, include size and type of existing and proposed utility.
4.14	<b>Refuse &amp; Recycling Areas:</b> Show and label the location and location, including dimensions of existing and proposed refuse and recycling materials storage areas.
4.15	<b>Projections:</b> Show all architectural projects such as stairs, balconies, ease overhangs etc..
4.16	<b>Conditional - Environmentally Sensitive Lands:</b> Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year flood plains, sensitive coastal bluffs, and setbacks from these boundaries.
4.17	<b>Conditional - Plumbing Site Plan:</b> For new buildings, include the size and layout of the building sewer, point of connection to the public sewer, and clean outs.
4.18	<b>Conditional – Fire Access and Hydrant Drawing</b> If the project has a previously approved fire access and hydrant plan as part of a prior Development Permit or Subdivision approval, a copy of the stamped and approved site plan must be submitted.
4.19	<b>Cal Green Standards:</b> Provide notes and details to show compliance with the California Green Building Standards Code.
4.20	<b>Erosion Control Plan:</b> Show location of all construction BMP's. Reference Water Pollution Control Plan/Report.
5.0	<b>ARCHITECTURAL PACKAGE</b> This package consists of floor plans, elevations, roof plans, building sections, door & window schedules, and architectural details. <b>Note:</b> Factory-Built Housing/Manufactured Homes – Provide plans approved by the State of California (HCD).
5.1	<b>FLOOR PLAN</b> - Provide a floor plan of all floors; indicate use of all rooms (existing and proposed); show all balconies. For factory-built housing or manufactured homes, provide HCD-approved plans.
5.1.1	<b>Dimensions:</b> Show dimensions on floor plans.
5.1.2	<b>Floor Levels:</b> Indicate all floor levels (i.e. ground floor, second, third, etc.).
5.1.3	<b>Doors and Windows:</b> Identify and show all doors and windows. Cross reference doors and windows to the door and window schedule.