

**MATERIALS TO BE SUBMITTED WITH ALL  
BUILDING PERMIT APPLICATIONS**

A. All requirements of Planning Division.

B. Four (4) sets building plans which must be on at least 18" x 24" paper.

All plans must be to scale. Pencil drawings will not be accepted. All plans must be collated and stapled. The plans must include:

- Foundation plan showing layout and size of all foundation walls, joists, piers, girders and footings for same;
- Floor plan showing:
  - 1) All room sizes;
  - 2) All doors, windows and size of same;
  - 3) Method of heating, location of heater, water heater and method of obtaining combustion air for heaters;
  - 4) BTU ratings on appliances;
  - 5) Gas line location and sizes;
  - 6) Fire separation between garage and dwelling;
  - 7) Under floor and attic access;
  - 8) Electrical layout, including lighting, receptacles, switches, etc.;
- Framing details showing:
  - 1) Construction sections as necessary to clearly show the method of construction and finished floor elevations;
  - 2) Rafter size and spacing;
  - 3) Ceiling joist size and spacing;
  - 4) All bracing and blocking;
  - 5) Size and location of all posts and headers;
  - 6) Post and beam connections;
  - 7) All finish materials;
  - 8) Insulation "R" values for walls, ceilings and floors;
- Two (2) sets of structural calculations when required:
  - 1) All new commercial projects;
  - 2) Residences of two stories or more may require structural calculations;

C. Two (2) sets of energy documents (comply with California Title 24);

D. Pay plan check fee, if not waiting for water allocation.

**INCOMPLETE OR INADEQUATE PLANS WILL NOT BE ACCEPTED**