
What is in a complete set of permit documents? Submitting an incomplete application packet is likely to cause significant time delays. This guideline has been prepared to help you and your design professional ensure all required information is organized and ready for review. To provide the quickest path to plan approval, a complete set of documents outlining all aspects of the proposed project is important. The following is a listing of items generally required for a complete submittal. Not all items may apply to every project.

GENERAL INFORMATION

- Code Compliance Statement listing applicable codes.
- Project name, address, and clear scope of work.
- Designer information: name, address, and phone number and email.
- Listing of any proposed deferred approval
- Sheet index of drawings.
- Vicinity map of project location.
- Building Data, include
 - Occupancy groups (For residential generally R3 or U).
 - Type of Construction (Generally VB).
 - Floor area per story and total floor area.
 - Building height and sprinkled condition.
 - Note if proposed ADU is in a Flood Zone or Wild Urban Interface.

CALGreen CHECKLIST FORMS

- CALGreen Checklist to be incorporated into the set of plans.

ENERGY COMPLIANCE FORMS

- CF-1R and MF-1R to be incorporated into the set of plans.

SITE/PLOT PLAN

- North arrow.
- Site drainage information.
- Lot dimensions and bearings.
- Building footprints with overall dimensions and projections; proposed location of ADU.
- Easements and building setback lines, distance between existing buildings, accessory structures and proposed ADU.
- Location of any existing structures to be demolished.

GRADING PLANS

- Existing drainage patterns, proposed drainage patterns, and drainage devices (as applicable).
- Existing and new contours, including elevation data and benchmarks.
- Soil excavation calculations of export and import (cubic yards).
- Proposed retaining walls and related structural calculations.
- Erosion control plans / WELO designation.

ARCHITECTURAL PLANS

Floor plans for each story

- Fully dimensioned and to scale, with scale noted (minimum $\frac{1}{4}'' = 1'$).
- All windows and doors properly located with types and sizes.
- Location of safety glazing and egress windows.
- Location of appliances, including forced air unit, water heater, range, refrigerators, etc.
- Location of plumbing fixtures.
- Location of gas, electrical and water meters.
- Location, type, and model of approved listed fireplace appliances (solid-fuel, wood-burning, fireplaces, and stoves are not permitted).
- North arrow.
- Label all rooms.
- Wall legends.

Electrical Floor Plans (may be incorporated with main floor plans).

- Outlets, GFCI, AFCI, switches and light fixtures
- Relationship of switches to their perspective fixture or appliance.

Roof Plan

- Roofing material and class.
- Attic ventilation calculations and number, as well as type of attic vents.
- Direction and slope of roof, valleys, hips, skylights, etc.
- Overhangs, eaves, gables, and rakes dimensioned.
- Show PV equipment as applicable.

Building Sections (more than one may be required).

- Provide building section at most informative locations.
- For attached ADU: One-hour fire-resistance rated wall or roof assembly for dwelling units in two-family dwellings.
- Label rooms, interior finishes.
- Clearance from framing to grade.
- Subfloor to top plate heights.
- Identify insulation and show where required.

Exterior Elevations

- Elevations with all vertical planes, including courtyards or other elements.
- Windows and doors properly located.
- Overall building heights.
- Note all exterior finishes.

Architectural Details

- Attic ventilation details.
- Handrail, guards, and support details.
- Floor changes, such as from deck to floor.
- Water heater seismic strapping.
- Stairway, ground rail, window, and door moisture protection.

STRUCTURAL PLANS

Structural design criteria.

- Wind speed, seismic design category.
- Shear wall/braced wall schedules.
- Notes, schedules, special inspection or structural observation requirements, material specifications, deferred approvals as applicable.

Foundation Plans

- Dimensions, footings, piers, grade beams, ancho bolts and holddowns, etc., (as applicable).
- Referenced detail bubbles.
- Underfloor venting details.

Floor Framing Plans

- Reference extent of and label all framing members, shear/braced walls, wall ties, joists, beams, etc.
- Referenced detail bubbles/schedules.

Roof Framing Plans

- Reference extent of and label all framing members, shear/braced walls, wall ties, rafters, beams etc.
- Truss layout and design criteria.
- Referenced detail bubbles.

Structural Details

- Foundation Details
Roof to wall, wall to floor, floor to foundation details.
- Shear transfer details.
- Holddown, post and pier details.
- Chord, plate splice, details etc.
- Calculations.

Other supporting documentation:

- Structural calculations
- Geotechnical report
- Special Inspection and Testing Agreement
- Permit Application Worksheet.