



## Land Use Services Department Building & Safety Division

# RESIDENTIAL PLAN REQUIREMENTS

All residential plans submitted for plan check must meet the minimum requirements listed below. Defaced, faded, illegible, or incomplete plans will not be accepted or reviewed. The following information is intended to provide GENERAL GUIDELINES ONLY. For additional information pertaining to the submission of a plan, please contact a Land Use Technician at (909) 387-8311. All plan check fees must be paid at the time the plans are submitted for review.

To submit for plan check, you will need ONE (1) COMPLETE SET OF PLANS AND ONE (1) SET OF ATTACHMENTS (I.E. STRUCTURAL CALCULATIONS, REPORTS OR OTHER DATA) submitted through the EZ Online Permitting website located at the below link. Please upload plans as one file, maximum file size is 120 MB. Once the plan is approved, applicant will be notified to pay any required fees prior to permit issuance. Submitting multiple plan files could result in a delay of the plan review process.

EZ Online Permitting website: <http://wp.sbcounty.gov/ezop/>

Plans must be signed by the person who prepared them. Plans for conventionally framed single family, wood frame dwellings not more than two stories may be prepared by anyone. Other plans must be prepared by a licensed professional and a structural and lateral design (engineering) must be submitted with the plans.

Plans shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed. Plans shall show in detail that it will conform to the provisions of all applicable and relevant codes, laws, ordinances, rules, and regulations. A complete set of plans and calculations consists of at least the following information and/or plans:

### **PLOT PLAN (Suggested Scale - 1/8" = 1'0")**

- a) Dimension of property lines, names of streets abutting the property and north arrow.
- b) Owner's name, assessor's parcel number, and job address.
- c) Use, size (in square feet), and dimensioned location of existing and proposed structures on property, including retaining walls (vertical square feet). Pad elevation of structures and drainage away from the structure, to the street and or appropriate drainage basin.
- d) Location of existing and/or proposed sewage disposal systems.
- e) Location of existing and/or proposed utilities.
- f) Location of existing and/or proposed easements, roads, alleys, paving, right of way, and drainage courses.
- g) Distance from lot lines (property lines) to proposed and existing structures.
- h) Location of all existing trees and other native vegetation.
- i) Location of driveway, approach, parking area, and any required surfacing or covered parking space.
- j) Site layout and existing type of construction.
- k) Provide site drainage on the plot plan or provide a separate site drainage plan with contour lines and path of drainage.
- l) Erosion control measures must be installed at all perimeter openings and slopes. No sediment is to leave the job site. Indicate location of all erosion control measures on site plan. Please contact Land Development for erosion control requirements.

**FLOOR PLAN (Suggested Scale - 1/4" = 1'0")**

- a) Dimensioned floor plan with gridlines for each floor showing use of rooms.
- b) Porches, balconies, breezeway, carports, garages, etc.
- c) Door and window sizes, locations and types. Size of headers.
- d) Size, spacing and direction of floor, ceiling joists.
- e) Location of plumbing fixtures.
- f) Location and type of heating and air-conditioning system.
- g) Complete electrical layout (lights, plugs, switches, etc.) and location and size of main service panel.

**Roof Plan Requirements (Suggested Scale 1/4" = 1'0")**

- a) Complete Truss package if conventional roof is not used.
- b) Show the roof slope, type and size of the roof rafters.
- c) Show the type and size of the roof sheathing.
- d) Indicate the type of roof covering material and that all roof materials shall be installed per the manufacturer's specifications for "High Wind" areas.
- e) For additions: Show how the new roof ties into existing.

**FOUNDATION PLANS (Suggested Scale 1/4" = 1'0")****For Raised Floors:**

- a) Dimensioned floor plan of the foundation, pad footings, and piers.
- b) Size, location, direction and spacing of girders and joists.
- c) Location of crawl hole and screened vents, location and size of underfloor furnace, passageway to the furnace, and switched light at the furnace, if applicable.
- d) Any special construction required by the structure or site conditions.
- e) Stairs and landings at all exit doors.

**For Concrete Floors:**

- a) Dimensioned plan of the foundations and pad footings.
- b) Size and thickness of the concrete slab.
- c) Any special construction required by the structure or site conditions.
- d) Provide a concrete landing at all doors.

**ELEVATIONS (Provide all elevations of the exterior of the building drawn to scale)**

- a) Exterior wall finishes and location and extent of all shear walls and/or bracing.
- b) Type of roofing and pitch of the roof.
- c) Complete set of vertical dimensions, including basements or cellars.
- d) Elevations should show the true site conditions.
- e) Location of all windows and doors in the perimeter walls. Show glass thickness on large glass areas.
- f) Show street address on from elevation facing the street.

**FRAMING SECTIONS (Suggested Scale 1/2" = 1'0")**

- a) Dimensioned cross-sections of the various footings, underfloor conditions and construction.
- b) Dimensioned cross-sections of the entire building, showing the typical construction to be used. Detail connections. Indicate lumber species and grade.
- c) Cross-sections of lofts, walking decks, balconies, carports, etc. Detail connections.
- d) Cross-sections of any unusual construction, walls, connections, dormers, frames, etc.
- e) Cross-section of the fireplace and supplementary details when more than one story in height.
- f) Cross-section of A-frames.
- g) If the gable end is an all-glass type, detail the entire end wall to show connections between mullions, jambs, wind posts and frames.
- h) Framing elevation of shear walls including tie-down details, plywood thickness, and nailing and shear transfer connections.
- i) On multistory structures, a floor or roof framing plan may be required.

### **ATTACHMENT INFORMATION**

- a) CEC Title 24 energy conservation compliance package with the following information
  - i. Building envelope design and requirements.
  - ii. Heating and cooling calculations.
  - iii. Set of mandatory features and devices.
  - iv. A signed CF-1R form on the plans.
- b) Soil reports as required by individual lot, tract, region, plan review, or field inspection.
- c) Proof of approved soil and sediment control plan, site drainage and/or tree removal pre-inspection.
- d) When grading plans are required, refer to the grading information sheet.
- e) Truss Drawings (when used).
- f) California Green Building Standards Code.

### **ADDITIONAL REQUIREMENTS**

- a) Fire sprinkler plans shall be submitted to and approved by the Fire Prevention, Planning, and Inspection section of the San Bernardino County Fire Department.
- b) Projects located in seismic zone "D" and "E" will require geotechnical (soils) reports.
- c) School fees required. Contact the applicable School District for current fee information.
- d) Street dedication and improvements may be required. Contact the Land Use Services Department, Land Development Division, at (909) 387-8311, for additional information.
- e) A will serve letter for water and/or sewer will be required. (For areas where sewer and/or water are not served please provide a will not serve letter and contact the Environmental Health Division for information on applying for alternative compliance methods.)