

# PLAN CHECK REQUIREMENTS

The following is a list of plan check Submittal requirements:

- All plans and applications shall include an accurate description of the entire scope of work.
- All plans must be legible, accurate & consistent, blue-line or copies (no ink), fully dimensioned and drawn to scale (min. 1/8" scale, 1/4" recommended). Only include general notes or details that apply directly to the proposed construction project.

## New Single Family Residence

Building Permit Worksheet (application)

4 plan sets

2 sets of structural calculations

2 sets of energy calculations

2 lot survey (topographical) & 1 - 11"x 17"

**1 11x17 Site Plan**

Plan check fee to be paid upon submittal

Proof of ownership (when issuing permit to owner)

*Check for CESSPOOL*

## Addition/Remodel (residential)

Building Permit Worksheet (application)

4 complete plan sets

2 sets of structural calculations (if applicable)

2 sets of energy calculations (if applicable)

2 lot survey (topographical) 1-full size & 1-11"x 17"

**1 11x17 Site Plan**

Plan check fee to be paid upon submittal

Proof of Ownership (when issuing permit to owner)

*Check for CESSPOOL*

## New Condominium

Building Permit Worksheet (application)

4 complete plan sets

2 sets of structural calculations

2 sets of energy calculation

2 lot survey (topographical) 1-full size & 1-11"x 17"

**1 11x17 Site Plan**

Plan check fee to be paid upon submittal

## Approvals

Building Division (Stamp)

Planning Division (Stamp)

Fire Department (Sprinkler house or garage only)

Right of Way Division (Stamp if applicable)

Coastal Approval (See Planning if applicable)

Public works Department (Encroachment if applicable)

Homeowners Association approval (If applicable)

School developer fees

Sanitation District Office (If applicable)

Waste Management Plan

## Approvals

Building Division (Stamp)

Planning Division (Stamp)

Coastal Approval (See Planning if applicable)

Fire Department (if applicable)

Public Works

Right of Way Division (Stamp if applicable)

School developer fees (if over 500 sq. ft.)

Homeowners Association approval (If applicable)

Sanitation District Office (if applicable)

Waste Management Plan

## Approvals

Building Division (Stamp)

Planning Division (Stamp)

Coastal Approval (See Planning if applicable)

Fire Department

Public Works

Right of Way Department

School Developer Fees

Sanitation District Office

Waste Management Plan

**On some occasions there will be a New Unit Tax, if it is an existing SFR and they're adding a unit.**

**They will be taxed on the unit they are adding.**

## **PLAN CHECK REQUIREMENTS - page 2**

The following is a list of plan check Submittal requirements:

Pool and Spa Permit Worksheet (application)  
2 complete plan sets  
Plan check fee to be paid upon submittal

### **Tenant Improvement (Commercial)**

Building Permit Worksheet (application)  
5 sets of plans (2 complete & 3 architectural)  
2 sets of structural calculations (if applicable)  
2 sets of energy calculations (if applicable)  
2 Soils report (if applicable)  
1 Survey  
Plan check fee to be paid upon submittal

### **Shoring**

Building Permit Worksheet (application)  
2 shoring plan sets & Soils Report  
2 sets of structural calculations  
Plan check fee to be paid upon submittal  
***Building Permit must be issued first***

### **Demolition (Residential or Commercial)**

Demolition Permit Worksheet (application)  
2 surveys showing existing and proposed structures (See lot survey handout)  
2 Demo plans showing all demo work (for partial demo's only [*not complete demo's*])  
**1 11x17 Site Plan**  
A fee to be paid upon submittal  
***Check for CESSPOOL***  
***Building Permit must be issued first***

### **Pool/Spa (Residential)**

The following is a list of approval requirements needed prior to issuance of permits:

#### **Approvals**

Building Division (Stamp)  
Planning Division (Stamp)  
Fire Department (if applicable)  
Right of Way Division  
Public Works Department  
Health Department (if applicable)  
School Developer Fees (if adding new sq. ft.)  
Sanitation if change in use  
Waste Management Plan (if valuation is over \$100K)

#### **Approvals**

Building Division (Stamp)  
Right of Way Division (If applicable)  
Public Works Department (if applicable)  
Pre-Shoring Inspection (prior to permit issuance)  
OSHA permit verification  
Copies of certified mail to neighbors (10 day wait)

#### **Approvals**

Building Division – Inspection of survey corner elevations (applicant must set up an inspection appt.)  
Planning Division – survey must be approved prior to submittal (Corners must be check/circled by planner)  
Public Works Department – Transmittal must be received and approved  
South Coast Air Quality Management District – Notification to be in file (10 day wait)  
Waste Management Plan

Pool/Spa Pre-Inspection (prior to permit issuance)

\* May require Shoring/Grading Permit, pre-shoring/grading inspection, and permission of off-site grading.

**Approvals**

Building Division  
Planning Division

# PLAN CHECK REQUIREMENTS - page 3

The following is a list of plan check Submittal requirements:

**Fire Sprinklers (residential/commercial)**

Fire Protection Permit Worksheet  
3 complete plan sets  
Plan check fee to be paid upon submittal

The following is a list of approval requirements needed prior to issuance of permits:

**Business Signs**

Sign Permit Worksheet (application)  
2 Complete Set of Plans  
(site plan, elevations, method of construction)  
2 sets of Structural Calculations (if applicable)

**Approvals**

Fire Department  
Planning Division (Condos or New Commercial)

**Grading Permit**

2 Sets of Plans & Soils Report  
Fees based on Cut or Fill – which ever is greater volume (Valuation is \$20.00 per cubic yard).

**Approvals**

Building Department  
Planning Department  
Right of Way (if projecting over property line)  
Fire Department (if awning)  
Obtain Authorization in writing from Property Owner & Tenant (on Worksheet application)  
If tenant is pulling permit, a letter of permission from property owner must be obtained.

**Approval**

Building approval  
Pre-Grading inspection required before issuance of permit.

Once your plans have been submitted, they will be forwarded to the various City Departments for review and/or approval. It will be your responsibility to provide us with HEALTH DEPARTMENT approval & HOMEOWNERS ASSOCIATION approval (if applicable). The applicant will be notified when the plans have been reviewed.  
  
The SCHOOL DEVELOPER FEE form and SANITATION DISTRICT forms are available at the Community Development counter and must be completed by the applicant prior to permit issuance.