What Kinds of Plans Must Be Submitted?

The nature and detail of plans necessary for submittal depend on the complexity and type of construction proposed. For example, a repair of structural roof members probably would not require electrical plans, unless changes to the electrical system are contemplated. For complete building construction projects, the following is typically required:

Please check with the Building Division regarding the needs of your particular project.

1. **Site Plan** required for all plan submittals.
2. **Grading Plan**, including soils and compaction reports. *For specific details, please consult the Engineering Division.*
3. **Architectural Plans,** including
    - Foundation Plan and Detail
    - Floor Plan
    - Front and Side Elevations
    - Framing Plan
    - Roof Framing Plan
    - Cross Sections
4. **Structural Plans** (if applicable)
5. **Electrical Plans**
6. **Plumbing Plans**
7. **HVAC** (Heating & air Conditioning) **Plans**
8. **Fire Sprinkler Plans**

All plans must be drawn to scale.

Information To Be Included On Plans:

1. **Site Plan**:
    - Assessor's Parcel Number (APN)
    - Lot Dimensions
    - Building Footprint with all projections and dimensions to property lines
    - North Arrow
    - Location of utilities to curb
    - Easements
    - Parking areas, including Handicap Parking Stalls, walkway, ramps and driveways (where applicable)

2. **Grading, Erosion Control and Drainage Plans:** *consult the Engineering Division for details*

3. **Architectural and Structural Plans*:**
    - Foundation and Structural Plans
    - Architectural Floor Plans
    - Exterior/Interior Elevations
    - Structural Materials Specifications
    - Structural and Architectural Details, such as:
        - Window: Head, Jamb and Sill
        - Exterior Doors: Head, Jamb and Sill
        - Flashing: Vertical Junctures of Materials
        - Fireplaces-Masonry and Prefabricated
        - Footings, Piers and Grade Beams
        - Posts and Girder Intersections
        - Roof: Eaves, Overhangs, Rakes and Gables, Rafters, Beams, etc.
        - Cabinet Elevations
        - Floor Changes-Wood or Concrete
        - Handrails and Guardrails with Support
        - Roof Mounted Equipment
        - Structural Wall Sections with Details at Foundation, Floor and Roof Levels

**As applicable, fully detailed electrical, fire sprinkler, mechanical and plumbing plans are required. Partial plan submittals are not accepted.*

4. **Landscape and Irrigation Plans** – For specific details, *consult with the Planning Department 626-914-8214 and the Engineering Division 626-914-8246.*