



MINIMUM PLAN INFORMATION REQUIRED FOR A BUILDING PERMIT

To help expedite the plan check process, applicants seeking advice as to what plan documents will be required in order to obtain a Building permit, should be provided with this informational hand-out developed by the Department of Public Works, Building and Safety Division and/or referred to our office for further assistance.

Attention: Information in this handout may be revised as necessary by Building & Safety Division staff at any time without notice.

In accordance with the California Building Code, Title 2 of the California Administrative Code, Housing and Community Development and Title 24, California Energy Efficiency Standards, the following check list has been developed to outline the minimum information which must appear on, or accompany, all plans being submitted for review and issuance of a Building Permit.

Plans submitted to the Building Department with an application for a Building Permit will be routed by the Building Department to be reviewed by the Planning, Engineering and Fire Departments, as applicable.

Prior to the issuance of a building permit for a project that includes any food service, the applicant is responsible for approval from the Stanislaus County Environmental Resources Department. Stanislaus County Environmental Resources Department approval is required prior to the Building Department's issuance of the project's Building Permit

RESIDENTIAL SUBMISSIONS

Major residential projects

Applications for significant residential projects, new construction as well as improvements, shall be submitted in PDF format. All submissions shall include a permit application and supporting documents delivered on non-returnable flash drive. Optionally, you may contact the Building Division to obtain a link for submitting your electronic copy of the plans and plan documentation.

Once all reviews are complete and the plans are approved by all reviewers, the PDF will be electronically stamped "approved". The Building Division will notify the applicant of the "Approved" status and that the permit is ready to be issued. All outstanding fees are due at this time.

After issuance of the permit by the Building Division, a link to the electronic copy of the plans and plan documentation with the Building Division's approval stamp will be sent back to the applicant. One paper set of the plans and plan documentation with the Building Division approval stamp must be printed and will become the "Job Set" of plans to be kept at the job site for construction and use by the building inspector. It shall be the responsibility of the applicant or contractor to print the job site copy

Minor residential projects

Applications for minor projects, may be submitted on paper. If so, anticipate submitting FOUR (4) sets of plans and two complete sets of all other minimum documents (energy or engineering calculations or any other necessary documents).

Minor projects include, but are not limited to the following:

1. Attached covered patios less than 300 square feet or extending greater than 14' from the face of the residence
2. Pre-manufactured carport or similar structures.
3. Photovoltaic power systems

COMMERCIAL SUBMISSIONS

All new applications for commercial projects, new construction as well as improvements, shall be submitted in PDF format. All submissions shall include a permit application and supporting documents delivered on non-returnable flash drive. Optionally, you may contact the Building Division to obtain a link for submitting your electronic copy of the plans and plan documentation.

Once all reviews are complete and the plans are approved by all reviewers, the PDF will be electronically stamped "approved". The Building Division will notify the applicant of the "Approved" status and that the permit is ready to be issued. All outstanding fees are due at this time.

After issuance of the permit by the Building Division, a link to the electronic copy of the plans and plan documentation with the Building Division's approval stamp will be sent back to the applicant. One paper set of the plans and plan documentation with the Building Division approval stamp must be printed and will become the "Job Set" of plans to be kept at the job site for construction and use by the building inspector. It shall be the responsibility of the applicant or contractor to print the job site copy

MINIMUM PLANS

Construction drawings of your project are necessary for the Building Department to complete the plan check and permit process. Plans must be indelible reproductions, such as PDF, blueprints, photocopies or originals on a good grade of plain white paper. Drawings shall be on appropriate sized standard sheets (example: 18" x 24", 24" x 36", or 30" x 42".) In accordance with state licensing laws, plans for commercial projects require wet stamp and signature from a California licensed Architect or Engineer responsible for all documents submitted.

The following list indicates the minimum drawings, details and/or information required for all basic structures, a new house or a major remodeling job:

SITE (PLOT) PLAN, Scale 1" = 10' or 20' or 1/16" = 1' or 1/8" = 1'-0"

- 1) The first sheet must indicate all of the following: Owner's or Builder's name; project address and assessor's parcel number; the square footage of all occupancies (i.e. dwelling, garage, covered porch/patio, etc.) and, if residential, the number of bedrooms.
- 2) Entire property with dimensions of boundaries, North arrow, street frontage and name of same.

- 3) Show setback dimension from property line or street centerline.
- 4) Location of existing structures and proposed structure or addition, with dimensions and distances from property lines.
- 5) Location of utility services such as water, gas, well, sewer lines and/or private sewer system and electric service.
- 6) Locate and dimension all right-of-ways or utility easements on property.
- 7) Give site elevations at corners of lot or approximate grade lines to assure surface drainage away from proposed structure (minimum of ten (10) feet around entire structure).
- 8) Show minimum floor elevations above centerline of street and adjacent grades within ten (10) feet.

FOUNDATION PLAN, Scale 1/4" = 1' or 1/8" = 1'-0"

- 1) Include soils report and detail all soils report requirements on plans (Contact the Building Department for exemptions).
- 2) Layout of foundation walls and concrete slabs, with dimensions.
- 3) Size and location of footings, piers, beams, air vents, access holes, and integral footings in slabs.
- 4) Indicate moisture barrier and slab reinforcing or size, direction and spacing of floor joists and/or beams.

FLOOR PLAN, Scale 1/4" = 1' or 1/8" = 1'-0" (for each floor)

- 1) Size and arrangement of rooms and partitions, with the use of the rooms or spaces clearly labeled.
- 2) Location of plumbing fixtures, appliances (including heating and/or air conditioning unit), fireplace and electrical features such as outlets, switches and light locations.
- 3) Window size and type and door size, type and direction of swing.
- 4) Size, direction and spacing of ceiling joists, rafters or trusses.
- 5) Indicate on floor plan sheet the following.
 - a) Total square footage of living space for each floor and total square footage of garage and/or other accessory spaces.
 - b) Total square footage area of all windows and/or glass doors in all exterior walls.
 - c) Size of heating and/or air conditioning unit being provided.

NOTE: For an addition or renovation, show schematic floor plan of entire existing structure to scale.

Dimensions and details are needed only where new work is to be done.

EXTERIOR ELEVATIONS, Scale 1/4" = 1' or 1/8" = 1"1)

- 1) Show ALL sides of building with exterior finish materials indicated.
- 2) Show ALL openings in walls such as doors, window, foundation vents, etc.

TYPICAL CROSS SECTION, Scale 1/4" = 1'-0" (or larger)

- 1) All floor, wall and roof framing with size and spacing of members.
- 2) Heights of crawl spaces, floors and ceilings, and pitch of roof.
- 3) Footings, foundation and finish grade.
- 4) Roof and exterior wall materials including insulation and sheathing (if used).

DETAILS:

- 1) Clearly show sizes, materials, connections and construction of the following, if applicable.
 - a. Window details if not shown on floor plan.
 - b. Fireplace section
 - c. Roof truss plans and signed, stamped calculations with the name of Manufacturer.
 - d. Plumbing layout, pipe sizes and fixtures.
 - e. A separate plan showing framing of each floor and roof will be required if not included on floor plans or if framing is complicated.
 - f. Heating ducts and/or air conditioning plan of each floor if not indicated on floorplans or if system is complicated.

MECHANICAL, ELECTRICAL PLUMBING AND ELECTRICAL COMPONENTS

- 1) Location of HVAC EQUIPMENT AND SIZE (BTU/HR Output)
- 2) Locations of new plumbing fixtures with all required dimensions.
- 3) Location of outlets, fixtures, switches, smoke and carbon dioxide detectors, main and subpanels with size and location.

PREFABRICATED TRUSSES

- 1) Roof framing plan with truss identification number and manufacture's name.
- 2) Detail of all truss splices, connections, plate sizes and hangers.
- 3) Show all trusses including gable bracing and bridging.
- 4) Truss plans reviewed and stamped approved by responsible design professional.

ENERGY CONSERVATION INFORMATION:

Two (2) sets of appropriate forms, calculations and/or information.

All mandatory energy saving measures such as occupant sensors, dimmers, automatic switches, etc., must be detailed on plans.

CF-1R I MF-1R forms completed signed and printed on plans

CR-GR attached to plans

Performance analysis and back up forms

FIRE SPRINKLERS

Are required for new single family dwellings, duplexes and townhouses-as per the California Building Code and/or California Fire Code.

Two (2) sets of plans, calculations and/or information.

Commercial structures where required by use, occupancy, construction type as per the California Building Code and/or California Fire Code.

PDF format calculations and/or information as described under "Commercial Submissions"

GREEN BUILDING CODE

The California Green Building Standards Code applies to all construction.

The City of Turlock only requires the State of California Minimum Mandatory Measures. Design or construction practices beyond those required are at the option of the project proponent.

Two (2) sets of appropriate forms, calculations and/or information.

PDF format water efficiency and conservation calculations

PDF format construction waste management plan.

Notes:

- 1) This is not a complete list of all required submittals, and additional information may be required after initial plan review.
- 2) Other departments and agencies review and approvals may be required.