Plan Submittal Checklist for New SFD Residential Buildings

Purpose
This handout summarizes the requirements for a complete plan submittal for new single family dwelling residential buildings. Current code regulations require building permits when buildings or structures are constructed, altered, repaired, moved, converted or demolished before commencing any work.

Plan Requirements

Quantity

■ Seven (7) complete plans (minimum of two wet-stamped and signed)
■ Two (2) sets of wet-signed and stamped structural calculations
■ Three (3) sets of geotechnical reports; a signed letter of foundation design review
■ Two (2) sets of signed Title 24 energy reports
■ Two (2) sets of manufactured truss calculations (wet-signed and stamped); truss-review letter signed by engineer of record (as applicable)
■ Complete Special Inspection & Testing Agreement Forms (as applicable)
■ Two (2) cost estimates for work in the City R/W
■ Complete Building Permit Application form and plan check fee paid upon submittal of plans
■ Note required on cover sheet of plans that indicate fire sprinklers will be under separate permit submittal.

Additional Requirements
Applicants shall make separate submittals directly to other local utility companies and county agencies as applicable.

■ Yolo County Health Department (when installing a septic system or well)
■ Separate plan submittal and permits are required for site installation of swimming pools, spas, or accessory structures (i.e., sheds, playhouses, trellises, gazebos, covered patios).

Minimum Plan Requirements

Size
Plans shall be drawn to scale, fully dimensioned and legible on minimum 18-in x 24-in and maximum 24-in x 36-in. (Maximum 24-in x 36-in for civil and landscape plans).

Information

COVER SHEET OR PLOT / SITE PLAN

• Legal City issued job address; Assessors Parcel Number (APN); Sheet Index
• FEMA Flood Zone designation; Panel Number
• Names, addresses, phone numbers of building owner, contractor and design professional; title and registration information
• Written job description; current applicable codes; type of construction; occupancy classifications; if installing fire sprinkler system
• Itemized building square footage per area (dwelling, garage, porch, patio)
• Vicinity Map
• North arrow
• Lot and building location (including building walls on adjoining properties within 10-ft of the subject property); setback distances to other buildings, property lines; easements; R/W lines
• Ditches and other surface water on the premises and within 100-ft in any direction
• Adjoining streets; driveways; parking areas (show all marked spaces)

Buildings of light wood-frame construction (as defined by Section 2308 of the 2019 CBC) may be prepared by any person if the structure is not more than two stories and basement in height. However, if the structure has unusual design features and deviates from conventional light-frame standards, it shall be designed following engineering standards. Engineered plans shall be prepared by a California licensed professional architect or engineer.
• Utility lines and connection points (water, sewer, electrical, gas, cable, fire hydrants, septic/well) on the property and within all adjacent easements and R/W’s
• Existing trees with drip lines shown by size, species (note those to be removed)
• Patios; walkways; existing / proposed sidewalks
• Fencing; barriers; theme / retaining / sound walls (specify materials and height)
• Ditches and other surface water on the premises and within a 100-ft radius
• Topography depicting spot elevations at top of curb / crown of street adjacent to property
• Proposed pad; Finished Floor Elevation (FF)

FLOOR PLAN
• Dimensioned floor plan identifying all room uses
• Door / Window / Room Finish Schedules and room ceiling elevations
• Identify occupancy separation location; fire-rating details; door/attic ratings
• Smoke and carbon monoxide (CO) detector locations
• Emergency escape & rescue openings and sizes
• Exterior landings

ELEVATIONS
• All exterior building elevations
• Building height; address location
• Roof and wall construction materials; roof pitch; fireplace height

ROOF PLAN
• Roofing material; felt; pitch; roof top equipment
• Attic vents calculations; vent type, size, vent location; attic opening

STRUCTURAL PLANS
• Structural notes
• Foundation plan; footing details for slab, piers, grade beam
• Shear Wall OR Braced Wall Schedule
• Roof framing plan
• Complete detailing of structural connections for lateral and vertical stability

ARCHITECTURAL DETAILS
• Stair / handrail / guardrail / deck location and framing support details
• Fireplace framing details
• Building cross-sections
• Roof eaves, gables, rakes

MECHANICAL, ELECTRICAL AND PLUMBING PLANS
• Electrical Plans: identify size and location of main / sub-panels; electrical outlets (GFCI locations), switches, lighting fixtures
• Mechanical Plans: identify size and location of HVAC and A.C. equipment; duct layout
• Plumbing plans identifying size, location of DWV; site and storm; water (domestic and fire sprinkler supply including well, if applicable) and gas supply piping sizes

FIRE SPRINKLER PLANS
• Fire sprinkler plans shall be designed per NFPA 13 D (2013 Edition) and City of West Sacramento Residential Fire Sprinkler Standards.

Separate plans and permit application shall be submitted directly to the Building Division counter. These will be routed to the Fire Plans Examiner for review and approval.

Codes & Building Design Criteria
The City of West Sacramento Building Division enforces the following codes and design criteria:

BUILDING DESIGN
• 2019 California Building Code (based on 2018 International Building Code)
• 2019 California Residential Code (2018 IRC)
• 2019 California Mechanical Code (2018 UMC)
• 2019 California Plumbing Code (2018 UPC)
• 2019 California Electrical Code (2017 NEC)
• 2019 California Fire Code (2018 IFC)
• 2019 California Energy Standards
• 2019 California Green Building Standards Code

STRUCTURAL DESIGN
Wind Speed: www.atcouncil.or/windspeed

Wind Exposure: Recommended factor: See Chapters 26-30 of ASCE 7 (2019 CBC, Volume 2, Section 1609 Wind Loads)

Exposure C should be used unless exposure B can be justified: 1) by a recognized engineering study; and 2) additional documentation in the form of aerial photos or topography maps may be required when determined by the Building Official

Seismic Design Parameters:
**ENERGY DESIGN**
- Climate Zone: 12

**CALGREEN DESIGN**
- Documentation of conformance for applicable green building measures shall be provided. Show how the design will meet the intent of the code with regards to the Residential Mandatory measures, "Who will be responsible for compliance". Identify where on the plans this compliance has been addressed. Reference California Green Building Standards Code 2019 CGBS 102.2, and 102.3

**CIVIL / GRADING PLAN**

**Development Services**
Refer to the City of West Sacramento Standard Specifications available at Community Development counter for $43.00 or at the City website, [http://www.cityofwestsacramento.org/cityhall/departments/comdev/Documents/ss2002/default.cfm](http://www.cityofwestsacramento.org/cityhall/departments/comdev/Documents/ss2002/default.cfm).

Refer to Division I, Section 2.01 for general requirements and Division I, Section 2.02 Minimum Sheet Size: 24” X 36” Scale: Horizontal 1 inch = 40 feet; vertical 1 inch = 4 feet, minimum.

**Submission of Improvement Plans:**
Refer to Division I, Section 2.03 for Submission requirements
- Applicable permit applications: Grading, Encroachment Permit and/or On-site Permit.
- Engineer’s cost estimate—using City minimum unit prices proved a cost estimate which has broken out cost into the following categories; Grading, On-site and work within the right-of-way
- Conditions of Approval (Contact Planning Division
- Show all Utilities on-site (existing and proposed)
- Erosion Control Plan—1 copy

**Fees**
Due to the complexity of permit fees for new construction, it is recommended that you visit the Building and Engineering counter to review all applicable costs such as development fees, building fees, school district fees, etc. Construction data such as total valuation, site valuation, R/W valuation, itemized square footage areas, and type of construction are required for a complete fee assessment.

**Application Forms**
Building permit application forms can be obtained in the following link or requested at the Building Division counter: [www.cityofwestsacramento.org/cityhall/departments/comdev/applications](http://www.cityofwestsacramento.org/cityhall/departments/comdev/applications).

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**Community Development Department**

**Address:** 1110 West Capitol Ave., 2nd floor
**Phone:** (916) 617-4645
**Hours:** Monday through Friday 8:30 -3:30 (Sign in req. by 3:00 p.m.)
Please call to confirm hours of operation

**Questions?**
Planning requirements on the site or Engineering questions outside of the building’s footprint should be directed to the Planning and Engineering Services at:

**Address:** 1110 West Capitol Ave., 2nd floor
**Phone:** (916) 617-4645