



## New Residential Single Family Submittal Checklist

Plans shall consist of the following:

- Minimum 4 complete sets of 36" x 48" plan sets, drawn in a legible scale (min. 1/8" = 1 ft.).
- One 11" x 17" copy of the site and floor plan for the Sacramento County Assessor.
- Additional requirements as shown below.

Required information:

- Approval from the Planning Division (e.g. Planning, Design Review, Preservation, etc.).
- Cover Sheet: general project information, address, designer, site map, scope of work, a reference to the 2010 CBC, CRC, CEC, CPC, CMC, Cal Green, NFPA 13D, and the 2008 Title 24.
- Site Plan: property lines, buildings placement on the parcel, setbacks, dimensions, orientation, all utilities, easements, and a (North) arrow (min. 1/8" = 1 ft. scale).
- Floor Plan: use of the spaces defined, dimensions, size/type of windows, doors, and include ceiling height at each room (min. 1/4" = 1 ft. scale).
- Elevations: full (North, South, East, West).
- Structural Plans and Details: foundation with footing details, floor framing with joist size and spacing, roof framing with rafter size and spacing, brace wall / shear wall plan.
- Electrical Layout.
- Fire Sprinkler Plans: include hydraulic calculations, MS Data Sheets. (Plans to be designed by a Licensed C-16 or Licensed Engineer, refer to the Department of Utilities, Fire Draft Policy)
- Energy Compliance Documents (Title 24, Part 6).

In addition two sets of the following may be required:

- Structural Calculations
- Truss Calculations (floor/ roof)

Routing:

- To Preservation: (1) Structure is 50 years old or older. (2) In a preservation area.
- To Fire: (1) The fire area is 3,600 sq. ft. or greater. (fire area is all useable space - dwelling, garage, porch, etc. under the same roof). (2) Any part of the structure is greater than 150' from the nearest point of fire department access. (3) Fire sprinklers submittals.
- To Development Engineering: (1) Any additional living space. (2) Any new structure that has vehicular access.
- To Utilities: (1) Fire sprinkler submittals. (2) Required conditions in Planning File.