

Emergency Housing Facilities Submittal Checklist

1. **Pre-Application Meeting: Consult the Planning website for staff contacts under [Emergency Temporary Shelter Facility](#).**

2. **Completed Form CDD-0200: Application for Building Permit.**

3. **Completed Form CDD-0432: Temporary Shelter Application** along with any documentation requested therein.

4. **Plans: It is recommended plan sheets be a minimum 11"x17" (legal) size to scale (1/8"= 1') or preferred size of 24"x36" depending on the site. If drawings are not to scale, the drawings must be noted in an accurate and legible manner with minimum dimensions as required on the guidelines.**

A. Site Plan - Inclusive of:

- Project Data: Address, owner information, project description, etc.
- Boundaries of the site and adjacent street(s).
- Identify all existing and proposed structures on the site. Specify the dimensions and use of each structure (e.g., existing buildings, proposed sleeping units). Provide dimensions from each building to adjacent property lines and to adjacent structures.
- Identify all common areas and amenities. Specify the uses for each (e.g., waiting areas, toilet and bathing facilities, kitchens, garbage disposals, etc.).
- Show site lighting for pedestrian pathways and parking lots (where parking is provided).
- Show all vehicular and pedestrian routes throughout the site. Solid surfaces are required for onsite accessible routes.

For Utilities Review:

- Show all existing and proposed utility connections (e.g., water, sewer, drainage) to the

city's system, along with backflow/double check valve locations.

- Specify the existing and proposed impervious areas throughout the site. Specify existing/new ground material: paved areas, grass, or other material.
- Show site drainage and any existing collection systems and drainage inlet locations.

For Fire Department Review:

- Show emergency Fire Department access: gates, driveways, suitable means of identification for each unit and monument sign at the front.
- All weather surface is required for emergency routes. Gurney access is required.
- Specify fire hydrant locations.

B. Electrical Drawings:

- One line diagram(s)
- Electrical load calculations
- Panel schedule (when applicable)

5. Structural Calculations

- Engineered calculations prepared and signed by a California licensed professional for the specific sleeping unit. See California Building Code (CBC), Section, O104.2 for minimum live loads.
- Live loads. Cabins must be designed to meet the applicable structural provisions of the CBC; however, the following live loads may be utilized in the design:
 - Floor live loads not less than forty (40) pounds per square foot of floor area.
 - Horizontal live loads not less than fifteen (15) pounds per square foot of vertical wall and roof area.
 - Roof live loads not less than twenty (20) pounds per square foot of horizontal roof area.

NOTE: Undeveloped sites may require additional improvements necessary to ensure public safety.