



Residential Submittal Requirements

The purpose of this guidance document is to assist our customers by providing the most common submittal requirements and design considerations for single-family projects. This document is not intended to cover every possible submittal requirement. It is the design professional's responsibility to ensure that the plans and construction documents are complete and the project complies with current building codes.



Permit application, scope of work, and the work depicted on the plans must match each other exactly and include a square footage breakdown of the areas affected by the proposed project. Each different structure type that is shown on the [Permit Application](#) shall be shown as NEW on the plans and broken down by square footage in the scope of work. An example of a scope of work breakdown would be:

- New office addition; 215 square ft.
- Kitchen alteration/remodel; 190 square ft.
- New garage / carport: 400 square ft.
- New ADU; 850 square footage
- New patio/ cabana; 250 square ft.
- New roof framing tie-in; 1800 square ft

Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, and regulations. In addition to avoiding delays in the permitting process, clear and complete plans will also expedite the construction and inspection process. When plans clearly show the scope of work and how you intend to build, costly and time-consuming errors can be avoided. A simple test to determine if the plans and scope of work is sufficiently clear is to consider if the plans and/or permit application are understandable without verbal explanations. Put yourself in the place of a permit technician or inspector, and no one is there to explain the scope of the project. Will they be able to quickly read and understand the permit application, scope of work and/or plans without explanation? Will they be able to: assess fees, issue a permit, or conduct an inspection?

Please Note: Hand-written information will not be accepted

Supporting Documents

- [Permit Application](#): A review and an "Preliminary review" by the Planning Division is required prior to Building Division submittal. Your permit application must include all proposed work, including demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review.
- Plans: Four (4) complete sets of plans, printed on 24" X 36" sheets. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8" for site plan & plot plan. 1/4" scale for floor plan, elevations, sections, etc.
- Soils Report: Two (2) copies if required. Please reference our handout titled [When a soils report is required](#).
- Structural Calculations: Two (2) copies of the supporting calculations, wet stamped and signed.
- Title 24 Energy Analysis: Two (2) sets of 8 1/2 x 11" completed energy calculations is required for submittal. The CF-1R and MF-1R forms must be made part of plans.
- Plans that are not legible may be rejected prior to plan review. All pages shall be signed (and stamped, if applicable) by the person(s) preparing the plans. Please reference our handout [Who is Authorized to Prepare Plans](#) for information on the limitations placed upon each type of designer/ design professional.

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- Additional information may be required, dependent on the specific scope of the project such as the Los Angeles County Sanitation District, or the South Coast Air Quality Management District (SCAQMD).
- For a more detailed listed of plan submittal requirements, please reference our handout [Residential \(R-3\) Standard Plan Check Corrections](#).

Minimum Submittal Requirements

Please note, not all submittals will require all of the following elements. Each submittal will vary based on project specifics.

- All plans shall provide a 4" x 4" square in the upper right corner of each page to allow for the Building Division approval stamp.
- Deferred Submittals shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection.
- Plan shall include an NPDES note on the site plan: "The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system."
- The title sheet shall include, but not be limited to:
 - Project address
 - Owner's name and address
 - Designer / Architect / Engineer of Record contact information.
 - Name, address and telephone number of person who prepared the plans.
 - The Legal description (A.P.N.)
 - Applicable codes and editions
 - Site area and % of coverage
 - Floor Area calculations, including existing and new areas.
 - Description detailing scope of all work
 - Gross floor area of work or floor area summary for building(s).
 - Area of each floor, entire building, and residential floor area for each structure and for the entire lot.
 - Height of structure
 - Index of all sheets of plans and attachments
 - Fire sprinkler requirement; Projects that require a new Fire Sprinkler System shall have the cover sheet notated "FIRE SPRINKLERS REQUIRED".
 - Demolition of structures on site
 - Proposed accessory structures, including pools and spas, decks, and site walls, etc.
 - Building footprint showing all projections and dimensions from the property lines and adjacent structures.
- Conditions of Approval (inserted behind the cover sheet)
- Site Plan shall include, but not be limited to
 - Existing site conditions such as trees, fences, utility poles etc.
 - All property lines with dimensions.
 - Setbacks from property lines and easements.



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- Adjacent Street or alley.
- Vicinity map and North arrow.
- Building/structure location(s) and orientation.
- Location of driveways, paved areas, walkways, exterior steps/landings, and landscaped areas.
- Location and height of retaining walls, and fences.
- Floor plan shall include, but not be limited to:
 - Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables.
 - Exterior Elevations
 - Building sections:
 - Windows & door
- Energy Calculations:
- Detail fire separation wall locations and construction.
- Provide pre-fabricated fireplace model type, manufacturers' name and an underwriter laboratories certificate number.
- Structural Plans shall include, but not be limited to:
 - Foundation Plan with footing, pier, and grade beam details
 - Roof Plan
 - Framing Plan
 - Provide schedule for braced walls:
 - Stairway framing and connections, including handrails, and dimensions of all members
 - Material specifications
 - Prefabricated Trusses (Note if deferred submittal)
 - Roof framing plan with truss I.D. number(s) and manufacturer's name
 - Detail of all trusses, including gable bracing and bridging
 - Detail of all truss splices, connections, plate sizes, and hangers
 - Truss plans to be stamped by the design engineer of records, indicating that the plans have been reviewed by them
- Solar Photovoltaic system
- Mechanical, plumbing and electrical information may be included on the floor plan or a separate utility plan sheet for review. While not requiring complete single-line, or isometric drawings, the plan shall include detailing the following:
 - Locations of heating, cooling and ventilating equipment.
 - Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
 - Kitchen ventilation system (range hood) complying with the 2022 Title 24 and ASHRA 62.2 standards.
 - Bathroom Ventilation complying with the 2022 Title 24 and ASHRA 62.2 standards.
 - Whole house ventilation, required for projects 1,000 sq. ft. or more.
 - Location of the plumbing fixtures including the water heater.
 - Electrical panel schedules and load schedules, if required. All residential projects with an electrical service over 400 amps require complete electrical plans, a single-line diagram, and load calculations.
 - Show the location of all receptacles, switches and lights, and use a legend to identify types.
 - Smoke and Carbon Monoxide Alarms are required and shall be notated on the plan.
 - Detail on the cover sheet, any special conditions or requirement notated in the energy analysis. (i.e.; HERS testing, Cool Roof, etc.).