

**MINIMUM PLAN SUBMITTAL REQUIREMENTS:
RESIDENTIAL, COMMERCIAL, AND
MIXED-USE PROJECTS**

**All digital files must be uploaded into Ventura OPS and comply with the following standards.
Any deviation from the standards contained in these instructions may result in a
delay in the processing of your application:**

1. FILE FORMAT

- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 1.4 or newer.
- Plans should have no layers and must be flattened before submittal. No password protection or floating boxes. Files should not contain any special characters in the file name.
- PDF Portfolios shall not be used as part of your submittal package.
- Plans files shall be first generation vector-based PDF's which have been directly converted from the computer aided drafting (CAD) applications (e.g. AutoCAD, ArchiCAD, MicroStation, TurboCAD etc.) in which they were created. Scanned plans shall be saved as PDF format. Plans shall be of adequate resolution to review all details and notes.

2. SECURITY

- Plans submitted in electronic format must have restrictions removed from the security settings. Electronic plans with restrictions to markups, printing, or stamping will not be approved and will be returned for resubmittal.
- PDF document security settings must allow plan review consultants and staff to mark up the PDF file and create comments. No electronic signatures should be used on forms or drawings. Electronic signatures restrict security settings.
- Licensed professional stamps should be digital stamps produced through Annotations or Drawing Markup tools.
- Signing plans should allow for the PDF file to be flattened without layers and should not have any security settings prohibiting consultant plan reviewers or City staff from marking up the plans.

3. PAGE SIZE AND ORIENTATION

- All plans within each pdf file shall have the same page size.
- All plans must be oriented, so the top of the page is always at the top of the monitor and set to landscape. A north arrow must be provided on all plans. All supplemental information must be oriented, so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents

Electronic submittal documents may be rejected if incomplete or not properly oriented.

4. FILE SIZE

- Each PDF file will not exceed 200MB in size. Also, a reliable high-speed internet connection becomes increasingly important as file sizes increase.

5. COMPATIBILITY

- The process described above under File Size must be followed to ensure the PDF files are as small as possible, and compatible with the City's process.

6. PLAN SUBMISSION AND RE-SUBMISSION FILES

- All plans shall be in PDF format and submitted through Ventura OPS. Assistance may be provided at the public counter, by phone or email. The submittal package should have a maximum of 5 PDF files. Required forms such as WMP, School fee, MEP, Owner builder etc. are application submittal documents not intended to be included in part of the 5 PDF plan submittal files.
- Each plan submittal or re-submittal shall include all construction documents. No slip sheeting shall be permitted. No partial submittals will be accepted. No deferred submittals shall be accepted without prior approval of the Building Official.
- Unclouded clean plans shall be provided for final stamped approval from the consultant. Delta change indications may remain. The city of Ventura will not stamp plans approved that clouds remain.

Building Plans (1 complete PDF file):

The first PDF file is comprised primarily of the construction plans. Special care should be paid to the sheet index, often on the cover sheet. This index should only bear sheets which are included in the submitted set, and all sheets included in the set should be shown in this index. Title -24 energy compliance documents shall be included as plan sheets per California Energy Code requirements. Separate 8 ½ x 11 energy compliance documents may also be submitted as a separate PDF. Building Plans shall be one complete set and file with Architectural, Plumbing, Mechanical, Electrical, Structural, Title-24 Energy, CALGreen etc.

Unsigned stamps from the architect and/or engineer will be allowed at the time of first submittal. However, if this option is exercised it will be impossible for first submittal plans to be accepted for issuance. Beginning with the first re submittal or 2 Plans, all design professional stamps must be signed.

Supplemental Information (maximum 4 separate PDF files):

1 - Structural Calculations

2 - Truss Calculations - this file shall also contain truss review/approval letter.

3 - Title-24 documents - this file shall include energy, lighting Title-24s.

4 - Miscellaneous - this file shall include soils/geotechnical reports, hydro reports, product specifications, project manuals, special inspections forms, flood certifications & technical specifications.

(NOTE) The naming convention of files shall be as follows:

First submittal 1Plans_123 Poli Street, 1 Truss Calculations_123 Poli Street, 1 Title-24_123 Poli Street, 1 Geotechnical_123 Poli Street, 1 Structural Calculations_123 Poli Street.

The first resubmittal shall be submitted as follows: 2 plans_123 Poli Street, 2 Truss Calculations_123 Poli Street, 2 Title -24, 2 Geotechnical, 2 Structural Calculations.

The second resubmittal shall be submitted as follows: 3 Plans_123 Poli Street, 3 Truss Calculations, 3 Title-24, 3 Geotechnical, 3 Structural Calculations etc. etc.

Each plan submittal or re-submittal shall include all construction documents listed above. No slip sheeting shall be permitted. No partial or deferred submittals will be accepted without prior approval of the Building Official.

GENERAL SUBMITTAL REQUIREMENTS

- Completed application and submittal documents uploaded into Ventura OPS Portal.
www.cityofventura.ca.gov/Plan-Submittal-Application
 - Application page must be hand signed or signed with a certified electronic signature. If a contractor has not yet been selected, input "TBD" in the contractor area. If the contractor has been selected, input contractor information, and complete page 3 of the application. Provide Letter of Authorization and update business license (**www.cityofventura.ca.gov/BusinessLicense**) if necessary.
 - Owner builder (accepting liability for the work):
Check "Owner / Builder" and sign page 3. Check boxes in owner builder "Acknowledgement."
www.cityofventura.ca.gov/OwnerBuilderAcknowledgement
 - Submit a copy of the owners' driver's license.
- Plans must be complete, legible, accurate and drawn to scale.
- Show compliance with State Title 24 Energy Conservation requirements and reproduce the MF-1R and CF-1R forms on plans.
- The application shall be filled out completely.
- Address and owner information must be on each sheet of the plans.
- Must have the wet stamp and signature of the Architect/Engineer on the plans.

Information Required on Site Plan:

- All property lines, easements, existing lot drainage, and proposed lot drainage. Existing structures with setback distances between structures from property lines (include patio covers, decks, trellises, sheds, pools, etc.).
- Locations of all proposed work, showing setback distances from property lines and other structures on the parcel.
- Height and location of all fences, walls, retaining walls, and screens.
- All driveways, paved areas, and required parking spaces.
- North arrow on site plan and vicinity map.
- Location and size of main electrical service panel.
- Show required landings at all doors – provide dimensions.

The Cover Sheet of the plans must contain the following:

- Name, address, and phone number of owner and engineer, architect, or designer as appropriate.
- Address of proposed project with assessor's parcel number and land use zone. (If an ADU application shall be permitted to be submitted under the primary dwelling but final plans and all supporting documents must reflected the address assigned for the ADU prior to plan approval. New commercial tenant improvements and new spaces requiring a new address plans and submittal documents shall reflect the new address prior to plan approval.
- A complete site plan (as described above) with project vicinity map.
- Project data to include size of lot, size of existing buildings, proposed construction addition and/or remodel or new construction square footage etc. (provide dimensions).
- A code analysis to include: Code(s) in effect, construction type, occupancy classification, the number of stories, Fire hazard severity zone, whether or not fire sprinklers are required.
- A complete description of the scope of the work.
- Plans sheet index and description of page.
- For Code Enforcement cases, the Notice and Order must be reproduced on the front sheet of the plans (if applicable).
- Fire Department Notes and Fire Sprinkler Worksheet chrome-extension:
<https://www.cityofventura.ca.gov/DocumentCenter/View/7927/Fire-Sprinkler-Worksheet-PDF>

Additional Requirements:

- Foundation Design:** showing section plan and section details of construction, size and placement of reinforcing steel, anchor bolt and hold-down size and location, and depth of footings and slab. Soils engineer's name, project number, and report recommendations must be reproduced on the foundation plans.
- Floor Plan:** show all existing and proposed: walls, doors, windows, cabinets, counters, minimum required electrical outlets, circuits, switches, lights, smoke alarms, carbon monoxide alarms, mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms and clearly distinguish between proposed and existing areas. (Residences greater than 3,000 square feet and/or three (3) stories in height are required to submit plumbing, mechanical and electrical sheets.)
- Framing Plan and Section Details:** to show all structural elements including floor, wall, ceiling, and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, fasteners, connections, straps, and engineered truss designs (if applicable). Specify where special inspection by deputy or structural observation is required.
- Cross Section:** of building showing all interior and exterior finishes, insulation type and R value, sheathing, roofing materials, stairs, handrail and guardrail heights and dimensions. Specify ceiling heights.
- Elevation Drawings:** from each side of the building or addition. Show structure height, roof pitch, exterior wall covering materials, exterior landings and stairs, under floor and attic vents, and surrounding grade.
- Erosion Control Plan:** as required.
- MWELO compliance:** as required.
- Contours:** Show existing contours, proposed contours, amount of cut and fill, topography in 5 ft. increments, etc. (if applicable).
- Solar Photovoltaic systems:** note shall indicate to be submitted separately and not included in this plan submittal.
- Fire Sprinklers Systems:** note shall indicate to be submitted separately and not included in this plan submittal.
- Construction and Demolition Waste Management Plan (WMP):** See link for requirements and submittal instructions: www.cityofventura.ca.gov/Construction-Demolition
- Signs submitted separately.**
- Conditions of Approval**
- Smoke and Carbon Monoxide Alarm(s) Affidavit chrome-extension:**
<https://www.cityofventura.ca.gov/DocumentCenter/View/425/Affidavit---Smoke-Carbon-Monoxide-Alarms-Self-Certification-of-Installation-PDF>