

General Requirements:

- ❑ The minimum paper size is 18" x 24". Standard paper size is 24" x 36".
- ❑ Plans must be complete, legible, accurate and drawn to scale.
- ❑ Provide three (3) sets of plans with each submittal.
- ❑ Provide two (2) copies of the following: Soils reports and Structural calcs (for new construction or when applicable).
- ❑ Show compliance with State Title 24 Energy Conservation requirements include Building, Plumbing, Electrical and Mechanical (if applicable) and reproduce the MF-1R and CF-IR forms on plans.
- ❑ Show compliance with Title 24 Accessibility Requirements.
- ❑ Applications must be filled out completely and signed by applicant.
- ❑ 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.
- ❑ Relative property elevations and finish floor elevations, sections (if applicable).
- ❑ Construction type and occupancy use.

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.
- ❑ A complete site plan (as described above) with project vicinity map.
- ❑ Project data to include size of lot, size of existing buildings, proposed addition and/or remodel (provide dimensions).
- ❑ A code analysis to include: construction type, occupancy classification, occupant load calculations and the number of stories and indicate whether the building has fire sprinklers or not.
- ❑ A complete description of the scope of the work.
- ❑ The Notice and Order must be reproduced on the front sheet of the plans (if applicable).

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 both existing and proposed: all walls, partitions, doors, corridors, exits, and exit signage. Show all counters, fixtures, and modular office furniture. Identify all fire-resistive occupancy and/or area separation walls. Label use of all rooms and clearly distinguish between proposed and existing areas.
- ❑ **Framing Plan and Section Details:** showing all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear transfers details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable). Show all details of suspended ceiling construction. Specification for special inspection and structural observation (if applicable).

Additional Requirements Continued:

- ❑ **Cross Section:** of building showing all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail and guardrail heights and dimensions. Fire-resistive materials and interior ceiling heights.
- ❑ **Elevation Drawings:** from each side of the building or addition. Show height of buildings and floors, show roof pitch, exterior wall covering materials, roofing materials, and surrounding grade.
- ❑ **Plumbing Sheets:** must include an isometric diagram with pipe size and all materials for gas, water, drain, waste and vent piping. Provide engineering load fixture calculations for gas, waste, and water piping. Show size and location of roof drains and overflows. Show location of all plumbing fixtures. Show type and location of all backflow prevention devices, backwater valves, grease traps and chemical interceptors. Fire sprinkler system shall be under separate permit and should not be included in the original submittal.
- ❑ **Mechanical Sheets:** must show and describe all HVAC equipment. Include size and details of support for equipment and ducting. Show location for all existing and new supply and return air registers and all required smoke/fire dampers. Reproduce the following Title 24 Energy forms (M 1,2, 4 and 4) on plans if applicable. Provide complete cross sectional drawings, specifications and calculations for new commercial hoods/ventilation. Fire suppression systems for hoods shall be under separate permit and should not be included in the original submittal.
- ❑ **Electrical Sheets:** must contain a statement describing the scope of work specific to the project. The drawings must show a single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations. Provide a floor plan that identifies the locations of main and sub panels, motors and equipment, outlets, switches, fixtures, exit lighting, and all power apparatus. Show complete circuitry for all of the above-mentioned items. Provide emergency generator details on plans (if applicable). Fire alarm systems shall be under separate permit and should not be included in the original submittal.
- ❑ **Fire-Resistive Assemblies and Fire Stopping:** details shall be clearly drawn, described and identified by listing agency. Provide fire-resistive door, window and damper schedules.
- ❑ **Disabled Access:** information must include parking details on the site plan showing size and location of required accessible parking spaces and loading areas. Show the primary path of travel to the primary entrances and/or specific area of remodel, repair, alteration, or addition. Interior details must show accessible path through building. Restroom details must include the layout and measurements of all stall partitions, plumbing fixtures, grab bars, mirrors, paper dispensers and other accessories. Show electrical equipment required installations heights.
- ❑ **Erosion Control Plan:** as required.
- ❑ **Contours:** Show existing contours, proposed contours, amount of cut and fill, topography in 5 ft. increments, etc. (if applicable)
- ❑ **Fire Sprinklers Systems:** shall be submitted separately and not included in this plan submittal.
- ❑ **Construction and Demolition Waste Management Plan (WMP):** new construction only.
- ❑ Any other work to be included as part of this project not previously mentioned.

Hours: Monday, Tuesday, Wednesday, and Friday: 7:30a.m. – 5:00p.m.
Thursdays: 9:00a.m. – 5:00p.m.
Closed Alternate Fridays
Note: No Financial Transactions after 4:30p.m.

Location: Ventura City Hall, 501 Poli Street, Room 117

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