



RES SUB		
B SECTION	FORM NUMBER	2013 CBC CODE CYCLE
01/01/2011 EFFECTIVE DATE		10/01/2014 REVISION DATE

RESIDENTIAL SUBMITTAL INFORMATION

The following information provides guidance to the applicant by outlining the **minimum requirements** for plan submittal for residential projects. This information will help minimize the processing time period.

Please Note: hand-written information will not be accepted

DOCUMENTATION:

PERMIT APPLICATION: Your application form must include all proposed work. Include a contact person and complete description of work.

PLANS: Four (4) complete sets of plans, printed on 24" X 36" sheets. An "OK for plan review" by the Planning Division is required prior to Building Division submittal. Plans must follow standard drafting conventions and be complete. Typical plan scale is 1/8" for site plan & plot plan and 1/4" scale for floor plan, elevations, sections, etc.

Residential plans may be drawn by a licensed Architect or Engineer, the property Owner/Builder, Design Consultant, or Unlicensed Person, as authorized by the Building Professional Design Limitations. **Please refer to the "Who Is Authorized to Prepare Plans" Building Division website tab or handout for clarification.** Plans that are not legible may be rejected prior to plan review. All plans shall be signed by the person(s) preparing the plan.

TITLE 24 ENERGY ANALYSIS: Two (2) complete sets of 8 1/2 x 11 cut sheets, or complete sets attached to plans, of registered energy calculations are required for submittal. *PLEASE NOTE*: Energy calculations must be registered online prior to plan submittal if a HERS rater is required.

ADDITIONAL DOCUMENTATION (If Applicable):

STRUCTURAL CALCULATIONS: Two (2) copies of the supporting calculations, wet stamped and signed.

SOILS REPORT: Two (2) copies required for proposed new structures

SITE SURVEY: Required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer (Cannot measure boundaries from the fence).

PLAN INFORMATION:

BUILDING DATA must be provided on the title sheet. Include the following information:

- Project address.
- Owner's name and address.
- Name, address and telephone number of person who prepared the plans.
- The Legal description (A.P.N.).
- Occupancy group and type of construction.

CURRENT BUILDING CODES must be noted on plans:

- 2013 California Residential Code (CRC)
- 2013 California Mechanical Code (CMC)
- 2013 California Plumbing Code (CPC)
- 2013 California Electrical Code (CEC)
- 2013 California Green Building Standards Code (CGBS)
- 2013 California Energy Code (CEC)
- City of Downey Municipal Codes

PROJECT DESCRIPTION or **SCOPE OF WORK** must include a square footage breakdown of the areas affected by the proposed project. The plan description must also match the application description. An example of the square footage breakdown would be:

- Proposed addition *SF*
- Proposed remodel *SF*
- New roof framing tie-in *SF*
- Proposed Porch *SF*
- Proposed Patio *SF*
- Etc....

ADDITIONAL PLAN INFORMATION:

- Site Plan
 - If the project includes exterior work, the plans shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.
 - Specify any special conditions or requirements notated in energy analysis (ex. HERS testing, cool roof, etc.)
- Roof Plan
- Floor Plan

- Show the proposed floor plan that includes the existing walls to remain, demolished walls, unless a detailed demolition plan is included, and the new walls.
- Wall legend
 - Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls.
 - Existing walls with the drywall removed are considered part of the area of renovation.
- Window and Door Schedule
- Construction Section(s)
- Smoke and Carbon Monoxide Alarms are required and shall be notated on the plan.
- Mechanical, plumbing and electrical details
 - May be included on the floor plan or a separate utility plan sheet for review.
 - 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 2013 Title 24 and ASHRA 62.2 standards.
 - Bathroom ventilation complying with the 2013 Title 24 and ASHRA 62.2 standards
 - Whole house ventilation required for projects 1,000SF or more
 - Location of the plumbing fixtures including the water heater
 - Electrical panel schedules and load schedules, if applicable
 - Show the location of all receptacles, switches and lights, and use a legend to identify types.
- Foundation Plan
- Elevations of all sides, or of sides where changes are proposed
 - Show maximum height from the top of the curb
 - Show all doors and windows match floor plan layout
- Architectural and Structural details
- If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.

NOTES:

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 by-products, 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.”

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)