



# BUILDING PLAN REVIEW SUBMITTAL GUIDELINES

COMMUNITY DEVELOPMENT DEPARTMENT / BUILDING DIVISION

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## DRAWINGS MATRIX

**ALL PLAN SHEETS MUST BE TITLED WITH PROJECT NAME AND ADDRESS.**

**ALL PLAN SHEETS TO BE SIGNED BY PERSON(S) RESPONSIBLE FOR PLANS PREPARATION.**

**ALL DRAWINGS TO BE ACCURATE TO SCALE IN ALL DIRECTIONS. ALL WRITING TO BE LEGIBLE BLOCK PRINTING.**

PROJECT TYPE	A	B	C	D	E	F	G	H	J	K	L	NOTES
ALTERATION	X	X	X	X	X	X	X	X	X	X	X	2. 4. 7.
ACCESSORY DWELLING UNIT	X	X	X	X	X	X	X	X	X	X	X	2. 4.
ACCESSORY STRUCTURE	X	X	X	X	X	X	X	X	X	X	X	2. 4.
ADDITION	X	X	X	X	X	X	X	X	X	X	X	2. 4.
DEMOLITION	X	X								X		
ELECTRICAL	X							X			X	
MECHANICAL	X							X			X	
NEW CONSTRUCTION (NON-RESIDENTIAL)	X	X	X	X	X	X	X	X	X	X	X	1. 3. 5. 6. 7.
NEW CONSTRUCTION (RESIDENTIAL)	X	X	X	X	X	X	X	X	X	X	X	1. 3. 5. 6.
NEW CONSTRUCTION (TRANSIENT HOUSING)	X	X	X	X	X	X	X	X	X	X	X	1. 3. 5. 6. 7.
OTHER	X											
PLUMBING	X								X			
POOL/SPA	X							X	X	X		2. 3. 6. 7.
RETAINING WALL	X			X	X		X			X		1. 3. 5. 6.
SIGN	X		X	X	X		X	X		X	X	2. 4. 7.
SOLAR	X						X	X		X	X	7.
SOLAR WATER HEATER	X	X							X	X	X	

NOTES: 1. SOILS REPORT REQUIRED 2. SOILS REPORT MAY BE REQUIRED 3. STRUCTURAL ENGINEERING REQUIRED 4. STRUCTURAL ENGINEERING MAY BE REQUIRED 5. CIVIL ENGINEERING REQUIRED 6. SITE SECTIONS REQUIRED 7. SPECIALIZED ENGINEERING / SPECIFICATIONS REQUIRED

### A. SITE PLAN

**DRAW AT SCALE OF 1/8"=1' OR 1"=10':**

- NORTH ARROW.
- ALL PROPERTY BOUNDARY LINES.
- PERIMETER OF BUILDING EXTERIOR WALLS.
- GARAGE LOCATION WITHIN BUILDING.
- SHADE AND NOTE AREAS OF WORK.
- BUILDINGS TO ALL PROPERTY LINES DIMENSIONS.
- EAVE LINES TO PROPERTY LINES DIMENSIONS.
- PROPERTY TO CURB LINE AND STREET CENTERLINE DIMENSIONS.
- DRIVEWAY, CURB, SIDEWALK AND CENTER OF STREET.
- ALL EASEMENTS THROUGH PROPERTY.
- ALL UTILITY METERS / FEEDS LOCATIONS, WITH METER SIZING:
  - GAS
  - ELECTRIC
  - WATER
  - SEWER
- DRAINAGE PATTERNS AROUND STRUCTURE.
- EXISTING TOPOGRAPHIC LINES.
- PROPOSED GRADING CONTOUR LINES WITH BANK HEIGHTS AND GRADIENTS NOTED.
- ALL FENCES AND MASONRY WALLS LOCATIONS WITH MATERIALS AND HEIGHTS NOTED.
- EXISTING AND PROPOSED PARKING LOCATIONS.
- BEST MANAGEMENT PLAN (BMP) EROSION CONTROL MEASURES.

### NOTE ON FIRST SHEET OF PLANS:

- OWNER NAME, ADDRESS, AND PHONE NUMBER.
- NAME AND PHONE NUMBER OF PERSON WHO PREPARED PLANS.
- CONTACT PERSON NAME, ADDRESS, AND PHONE NUMBER.
- LEGAL DESCRIPTION AND ASSESSOR PARCEL NUMBER (A.P.N.)
- LOT ZONING.
- CONSTRUCTION TYPE AND OCCUPANCY GROUP.
- SCOPE OF WORK.
- NUMBER OF BUILDING LEVELS.
- EXISTING BUILDING AREAS PER LEVEL.
- REMODELED, ALTERED AND ADDED FLOOR AREAS PER LEVEL.
- SOIL CONDITION AND COMPACTION INFORMATION.
- AMOUNTS OF CUT / FILL AND EXPORT / IMPORT.
- REQUIRED SPECIAL INSPECTION PROGRAM.
- "COMPLY WITH 2022 CBC (CRC for residential), 2022 CEC, 2022 CMC, 2022 CPC, 2022 CFC, 2022 CalGreen, 2022 Cal Energy Code and EES."
- "CONTRACTOR TO COMPLY WITH ALL Cal/OSHA REQUIREMENTS and LA MESA CONSTRUCTION AND DEMOLITION RECYCLING ORDINANCE 14.27."

### B. FLOOR PLANS AND ROOF PLAN

**DRAW AT SCALE OF 1/4" PER FOOT:**

- NORTH ARROW.
- COMPLETE EXISTING BUILDING PLANS.
- DEMOLITION PLAN SHOWING WALL(S) TO BE REMOVED.
- COMPLETE PROPOSED BUILDING PLANS WITH ALL NEW, ALTERED AND ADDED WALLS CLEARLY MARKED.
- EXISTING, DEMOLISHED, ALTERED AND ADDED WALL DIMENSIONS.
- BUILDING SECTIONS BUBBLES.
- DETAILS BUBBLES.
- DOOR, WINDOW AND SKYLIGHT SCHEDULES.
- ROOF PLANS.

### NOTE ON FLOOR PLANS:

- ALL ROOMS, SPACES AND AREAS USES.
- ROOM SQUARE FOOTAGES WHERE VENTILATION IS REQUIRED.
- EXTENT OF DEMOLITION, REMODELING, ALTERATION, ADDITION.
- WINDOW, DOOR AND SKYLIGHT TYPES AND SIZES ON SCHEDULES AND CROSS-REFERENCED TO FLOOR PLANS.
- SLEEPING ROOM ESCAPE WINDOW OR EGRESS DOOR LOCATIONS.
- SAFETY GLAZING LOCATIONS.
- INTERIOR FINISHES, FIRE-RESISTIVE MATERIALS.
- RISER HEIGHTS, TREAD DEPTHS OR RAMP SLOPES.
- CRAWLSPACE VENTILATION RATIO CALCULATIONS.
- ATTIC VENTILATION RATIO CALCULATIONS FOR ROOF PLANS.
- ROOF EAVE AND RAKE OVERHANG DIMENSIONS.

### C. ELEVATIONS:

**DRAW AT SCALE OF 1/4" PER FOOT:**

- ALL BUILDING ELEVATIONS WITH WINDOWS, DOORS, SKYLIGHTS AND ARCHITECTURAL FEATURES SHOWN.
- BUILDING HEIGHT DIMENSIONS INCLUDING ZONING CODE HEIGHTS REQUIRED BY PLANNING DIVISION.
- CHIMNEY AND VENT TERMINATORS HEIGHTS AND CLEARANCES.
- FINISHED GRADE PROFILES WITHIN TEN FEET OF STRUCTURES.

### NOTE ON ELEVATIONS:

- EXTERIOR WALL FINISHES AND WEATHERPROOFING MATERIALS.
- ROOFING AND UNDERLAYMENT MATERIALS.
- MATERIALS AND ASSEMBLIES THIRD-PARTY APPROVAL LISTING NUMBERS.
- ROOF SLOPES.
- FINISHED GRADE SLOPES.

## **D. SECTIONS**

### **DRAW AT SCALE OF 1/4" PER FOOT:**

- AT LEAST TWO SECTIONS, PERPENDICULAR TO EACH OTHER:  
SECTIONS SLICE THROUGH THE PROJECT TO ILLUSTRATE CONSTRUCTION ASSEMBLIES FROM FOOTINGS TO ROOF, STRUCTURAL CONNECTIONS AND PROVIDE DETAILS AND NOTES OF PROPOSED CONSTRUCTION ASSEMBLIES.
- DIMENSIONS FROM GRADE TO BOTTOM OF RAISED FLOOR JOISTS.
- DIMENSIONS FROM FLOORS TO CEILINGS AND ROOF.
- INSULATION LOCATIONS.
- DETAIL BUBBLES.
- REQUIRED SITE SECTIONS FOR RETAINING WALLS AND GRADING.
- SECTIONS THROUGH EACH STAIRWAY.
- SECTIONS AT DECK, AND THROUGH DECK INTO DWELLING.
- SECTIONS THROUGH CHIMNEY / OTHER SHAFTS.
- GUARDRAILS AND HANDRAILS TYPES, HEIGHTS AND PROFILES.

### **NOTE ON SECTIONS:**

- SECTIONS LABELS OR DESCRIPTIONS.
- ROOMS, SPACES AND AREAS USES OR DESCRIPTIONS.
- EXTENT OF NEW AND EXISTING CONSTRUCTION.
- CONSTRUCTION MATERIALS.
- STAIRWAYS TREADS AND RISERS DIMENSIONS.
- STAIRWAYS HEADROOM DIMENSIONS.
- GUARDRAILS AND HANDRAILS HEIGHTS.
- INSULATION R-VALUES AND TYPES.

## **E. FOUNDATION PLANS**

### **DRAW AT SCALE OF 1/4" PER FOOT:**

- NORTH ARROW.
- FOUNDATION PLAN INDICATING ALL PROPOSED AND EXISTING FOUNDATION LOCATIONS, SIZING AND REINFORCING.
- EXISTING, ALTERED AND ADDED FOUNDATION DIMENSIONS.
- POST BASES, SHEAR WALLS, HOLDDOWN LOCATION DIMENSIONS.
- SYMBOLS INDICATING SHEAR PANEL TYPES AND LENGTHS.
- CONSTRUCTION DETAILS BUBBLES.
- UFER GROUND LOCATION AND SPECIFICATIONS.

### **NOTE ON FOUNDATION PLAN:**

- CONSTRUCTION MATERIALS.
- ANCHORAGE SPECIFICATIONS, LOCATIONS AND SPACING
- HOLDDOWN AND VERTICAL STRAPPING SPECIFICATIONS AND LOCATIONS.

## **F. FLOOR AND ROOF FRAMING PLANS**

### **DRAW AT SCALE OF 1/4" PER FOOT:**

- NORTH ARROW.
- SEPARATE PLANS FOR FLOOR AND ROOF FRAMING.
- EXISTING, ALTERED AND ADDED FRAMING DIMENSIONS.
- ALL FRAMING MEMBERS SPANS, DIRECTIONS AND SPACING.
- ALL GIRDERS, BEAMS, HEADERS AND POSTS LOCATIONS.
- FLOOR OR ROOF OPENINGS LOCATIONS AND DIMENSIONS.
- SHEAR WALLS, SILLPLATE ANCHORS, HOLDDOWN LOCATIONS.
- SYMBOLS INDICATING SHEAR WALL TYPES AND LENGTHS.
- CONSTRUCTION DETAIL BUBBLES.
- FLOOR AND ROOF TRUSS LAYOUT DIAGRAM.
- FLOOR AND ROOF TRUSS DIAGRAMS AND DETAILS.
- SPECIAL FRAMING SUCH AS MANUFACTURED BRACED PANELS.

### **NOTE ON FRAMING PLANS:**

- CONSTRUCTION MATERIALS INCLUDING LUMBER GRADE OF ALL FRAMING MEMBERS, POSTS, BEAMS. FLOOR AND ROOF SHEATHING THICKNESS, GRADE AND RATING, PANEL INDEX NUMBERS.
- ALL GIRDERS, BEAMS, HEADERS, JOISTS, RAFTERS AND POSTS SIZES.
- FLOOR AND ROOF TRUSS DESIGNATORS.
- SHEAR WALL SPECIFICATION SCHEDULE WITH SHEATHING SPECIFICATIONS, PANEL VALUES, NAILING SCHEDULE, SHEAR TRANSFER CONNECTORS AND ANCHORAGE.
- VERTICAL STRAPPING LOCATIONS AND SPECIFICATIONS.
- HORIZONTAL STRAPPING LOCATIONS AND SPECIFICATIONS.
- MANUFACTURED BRACED PANEL SPECIFICATIONS, DIMENSIONS AND MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- CALIFORNIA BUILDING CODE NAILING SCHEDULE.

## **G. DETAILS**

### **DRAW AT SCALE OF 3/4-1" PER FOOT:**

- FOUNDATION, FOOTING AND STEM WALL DETAILS.
- STRUCTURAL CONNECTIONS DETAILS AT WALLS, FLOORS, ROOFS, EAVES, RAKES, VALLEYS, RIDGES, CALIFORNIA FRAMING
- ALL SHEAR TRANSFER CONNECTIONS DETAILS.
- STAIRWAY FRAMING DETAILS WITH HEAD, FOOT, STRINGERS, TREADS AND RISERS DETAILS.
- EXTERIOR STAIRWAYS LANDINGS AND FOOTINGS DETAILS.
- EXTERIOR BALCONY / DECK CONNECTIONS AND LEDGERS DETAILS.
- GUARDRAILS CONNECTIONS DETAILS.
- HANDRAILS CONNECTIONS, CLEARANCES AND SIZING DETAILS.
- FIRE-RESISTIVE CONSTRUCTION DETAILS.
- SPECIALTY DETAILS.
- MASONRY WALL DETAILS.

### **NOTE ON DETAILS:**

- ANCHORAGE, BOLTING, NAILING AND CONNECTORS SPECIFICATIONS AT STRUCTURAL DETAILS.
- THIRD-PARTY APPROVAL LISTING NUMBERS FOR CONSTRUCTION SUCH AS PROPRIETARY FRAMING, ANCHORAGE.
- APPROVALS LISTINGS FOR FIRE-RESISTIVE CONSTRUCTION.
- RELEVANT DIMENSIONS AT ALL DETAILS.
- INDICATE ON DETAILS WORK REQUIRING SPECIAL INSPECTION.
- SPECIAL INSULATION INSTALLATIONS.

## **H. ELECTRICAL AND MECHANICAL PLANS**

### **DRAW AT SCALE OF 1/4" PER FOOT:**

- LOCATIONS AND TYPES OF ALL MAIN AND SUB ELECTRIC PANELS, LIGHTING FIXTURES, ENERGY EFFICIENCY STANDARDS LIGHTING AND SWITCHING, OUTLETS, DEDICATED OUTLETS AND GFCI AND AFCI RECEPTACLES ON SEPARATE ELECTRICAL PLANS.
- LOCATIONS OF ALL SMOKE AND CARBON MONOXIDE DETECTORS.
- HVAC, A/C AND SUPPLY/RETURN AIR REGISTERS LOCATIONS.
- CLOTHES WASHER / DRYER AND DRYER VENT LOCATIONS.
- EXHAUST FANS AND SWITCHING LOCATIONS.
- METHODS FOR SCREENING OF MECHANICAL EQUIPMENT.

### **NOTE ON PLANS:**

- GROUNDING AND BONDING SPECIFICATIONS.
- INTERCONNECTION OF NEW/ALTERED SMOKE AND CO DETECTORS.
- FAU (BTUH) AND A/C (TONS) SIZING .
- EXHAUSTS TERMINATIONS LOCATIONS AND BACKDRAFT DAMPING.

## **J. PLUMBING AND GAS LINE PLANS**

### **DRAW AT SCALE OF 1/4" PER FOOT:**

- GAS LINES AND PLUMBING PLANS CAN BE COMBINED WITH WITH ELECTRICAL/MECHANICAL PLANS IF LEGIBLE.
- GAS LINES, GAS OUTLETS, WATER SUPPLY LINES , DRAIN, WASTE AND VENT LINES LOCATIONS.
  - GAS LINE ISOMETRIC.
- WATER HEATER LOCATION ENCLOSED AND/OR INTRERGRATED.

### **NOTE ON PLANS:**

- PLUMBING FIXTURE WATER CONSERVATION REQUIREMENTS.
- GAS LINE ISOMETRIC WITH GAS LINE SIZING CALCULATIONS SHOWING DEVELOPED GAS LINE LENGTHS FOR HORIZONTAL RUNS AND VERTICAL RISES, BTUH RATING AND CFH DEMANDS FOR EACH GAS-FIRED FIXTURE.
- WATER HEATER TYPE AND SIZING, WITH VENT ROUTING.
- WATER HEATER AND PLATFORM STRAPPING. ENCLOSURE/RECESSED
- PRESSURE AND TEMPERATURE (P&T) RELIEF VALVE & PIPING LOCATIONS.
- LAUNDRY CONNECTIONS LOCATION.

## **K. GENERAL BUILDING NOTES**

### **INCLUDE IN PLANS:**

- CONSTRUCTION SPECIFICATIONS.
- COMPLETED AND SIGNED ENERGY EFFICIENCY STANDARDS FORMS

## **L. ADDITIONAL INFORMATION AS MAY APPLY**

- EMERGENCY LIGHTING PLANS WITH EXIT SIGNAGE LOCATIONS.
- COMMERCIAL KITCHEN PLANS / TYPE I HOOD DIAGRAMS.
- MANUFACTURERS SPECIFICATIONS, INSTALLATION INSTRUCTIONS
- ELECTRICAL SINGLE LINE DIAGRAM, PANEL DIAGRAMS, ELECTRICAL LOAD CALCULATIONS.