Title Sheet Requirements

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND SPEED 110 \(V_{\text{wu}}\) - EXPOSURE ZONE “B” OR “C”

This guide is intended for one- and two-family dwelling units and additions to existing units that are not a part of a subdivision. Additional Planning, Public Works, and Fire Department requirements may apply.

Plans prepared using the following list as a guide should be deemed complete, and will assist in the review process. Please understand that this list is not complete for all conditions, and the California Building Codes must be reviewed for all code requirements. California Building Codes are available online at http://public.resource.org/bsc.ca.gov/index.html

GENERAL REQUIREMENTS:

1. Plan sets shall include: [AMC]
   a. Title sheet
   b. Site plan
   c. Grading and drainage plan
      i. Erosion control
   d. Construction drawings
      i. Floor plan
      ii. Elevations
      iii. Sections
      iv. Foundation plan, floor framing plan, and roof framing plan as applicable
      v. Plumbing, mechanical and electrical sheet

2. Title 24 energy documentation
   a. Mandatory Features MF1-R
   b. CF-1R or Energy Compliance Report

3. California Green Building Standards Code compliance documentation
   a. Mandatory Measures Sheet

4. The preparer must sign all plans sheets. [BSP]
   a. Licensed architect or engineer must stamp and sign sheets prepared under their direction.
   b. Support documents (soils report, truss calcs, etc.) must be stamped and signed by their responsible licensed professional; reviewed and approved for consistency by the design professional in responsible charge.

5. Provide the following information on the Title Sheet. [CRC 106]:
   a. Project Description
   b. Site info (Address, Parcel Number, lot size)
   c. Occupancy type (Typically R-3 and U if it applies)
   d. Type of Construction (Typically V-B)
   e. Fire Sprinklers (yes/no)
   f. Basic Floor Area calculations. Include both existing and proposed floor areas.
   g. Owner’s name, address and phone number
   h. Designer’s name, address and phone number
   i. Schedule of Special Inspections
   j. List of HERS Verifiable Measures


7. Clearly state the scope of the project on the cover sheet. [CRC 106]

8. Provide the following information on the site plan:
   a. North Arrow
   b. All existing and proposed structures
   c. All property lines
d. Setbacks

e. Driveway

f. Easements

g. Utilities

h. Native trees

i. Topography, including finished floor elevations and next upstream manhole rim elevation if the parcel is on sewer

j. Site drainage

k. Bench mark for project

l. Flood Hazard information if in or near a 100-year flood plain or floodway

m. Septic or sewer information

9. All support documents that apply to the project, including but not limited to, structural calculations, truss submittal, soils report, energy analysis, HVAC system design, storm water control plan, arborist report, biologist report, archeologist report, are to be included with the submittal at the time of application. No items may be deferred with exception of fire sprinkler plans. ONLY fire sprinkler plans may be deferred at time of submittal but must be submitted, but do not need to be approved, prior to the permit being issued.

10. If the project requires special inspections based on CBC 1701, the owner or the project engineer/architect, acting as the owner’s agent, shall employ special inspector(s) to provide inspection(s) of the following types of work during construction [CBC 1701]. Provide a special note ‘block’ on the cover sheet clearly listing special inspections required for the project. Include all products/processes where special inspection is required by the ICC ESR report. Note: Special inspection is required for all adhesive or mechanical anchors post-installed in hardened concrete consistent with the requirements of their evaluation reports, including Titen screws, epoxied anchors, and expansion anchors.

11. See Soils Report Handout for soils report requirements. Provide a note on the Grading and Drainage Plan referencing Soils Engineer of record, the reference number on the report, and how it is dated. Summarize on the plans the procedures outlined in the report. Recommendations specific to the foundation design are to be listed on the foundation plan. [CRC 106]

12. For new SFR’s: obtain a Will Serve Letter from the Atascadero Mutual Water Company. [AMWC]