MINIMUM DRAWING REQUIREMENTS

Plans and specifications shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Code and all relevant laws, ordinances, rules, and regulations. Drawings not in conformance with the following minimum drawing standards may be returned to the applicant for further development prior to receiving a completed plan check. A plan check deemed incomplete is subject to further corrections upon resubmitting, including corrections not previously addressed. Address items below with a check mark in the adjacent box.

1. General:
   - Drawings to scale/scale listed for each drawing
   - Plan-related drawings to be drawn at either 1/8”=1’-0” or ¼”=1’-0” scale (floor plan, foundation plan, framing plans, electrical and mechanical plans)
   - All drawings on same size paper and bound (Note: 8 ½”x11” attachment to larger drawing set may be accepted in some cases)
   - Site Plan or Cover Sheet on top. In cases where site-related drawings are a separate set or are a separate submittal, top sheet of plans shall be the floor plan.
   - Drawings of sufficient contrast with their background as to be legible
   - All drawings numbered and labeled
   - Project reference information (name, project location) on every sheet
   - Writing legible (labels, notes)

2. Site Plan:
   - All drawing sets to have associated Site or Grading and Drainage plan included with the submittal (even if grading plan issued under separate permit)
   - See separate handout specifically addressing site, grading, and drainage plans

3. Floor Plan(s):
   - Exterior and interior walls shown
   - Location and size of openings (doors, windows, cased openings, etc. and associated size or schedule)
   - Location of plumbing fixtures shown
   - Cabinetry shown at kitchens and baths (cabinets, countertops, linens, etc.)
   - Reference lines for story above or below (use dotted or dashed lines to show location of exterior wall or other pertinent features of story above or below as it relates to the subject drawing)
   - Label all rooms/spaces relative to their proposed use (or use identifying graphics, as in the case of clothes closets/wardrobes)
   - Stair or elevator locations shown
   - Exterior decks, patios, and/or stoops or landings
   - Location of fire-rated occupancy or area separation walls
   - Location of fireplace or wood stove
   - If section drawing(s) provided, location on plan of where section is taken
   - Dimensions, as required

4. Foundation/Floor Framing Plan:
   - Exterior wall footings, independent piers, and grade beams
   - Footing section tags, referencing detail drawing of each different type of footing or retaining wall configuration
   - Location of concrete slabs-on-grade
   - In the case of raised floor foundations, location of stem walls, post and piers or continuous interior footings, piers beneath posts or concentrated point loads
   - In the case of raised floor foundation, location of under-floor access
   - Location of shear walls, or where number of anchor bolts have been increased at shear wall locations
   - Location of holdowns
5. Framing Plan(s):
   - Primary framing members (rafters, joists, trusses, beams)
   - California framing, cricketed areas on roofs
   - Rim joist and mid-span blocking, eave blocking, ridge blocking, hip and valley members and/or blocking, location of ledgers
   - Shear wall and holdown locations
   - Attic access location
   - Skylight or other roof opening location and framing
   - Detail tags, referencing detail drawings and their location in plans

6. Elevation(s):
   - Exterior materials shown/noted (roofing, exterior cladding and/or exterior plaster, or stucco)
   - Location of openings in exterior wall (doors, windows, etc.)
   - Fireplace chase
   - Screening on roof to hide equipment
   - Roof vents, foundation vents, combustion air vents
   - Exterior decks, stairs
   - Ground elevations in relation to proposed structure (accurately depicts grades shown on site/grading plan)

7. Section(s):
   - Minimum one cross-section or wall-section shown on plans
   - Shows height/number of stories
   - Wall, floor, and roof framing members delineated
   - Roof, wall, and floor insulation or other Title 24 measures shown
   - Footing/retaining wall section shown
   - Fireblocking, mid-span blocking, blocking at bearing locations

8. Electrical/Mechanical Plan(s):
   - Electrical outlets, Main Electrical Service panel location, sub-panel location
   - Lighting fixtures and switches
   - Mechanical equipment/FAU location
   - Water Heater/Boiler
   - Smoke Detectors, Alarm system main panel
   - Exhaust fans

9. Miscellaneous:
   - Title 24 forms (CF-1R, Mandatory Features, etc.)
   - General Notes, framing schedule

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