

BUILDING PERMIT SUBMITTAL REQUIREMENTS

Excerpt from the Residential Construction Guide

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PREPARATION OF RESIDENTIAL PLANS

GENERAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS

Plans prepared by a design professional such as an architect or engineer must be stamped and signed on each applicable page. All pages must be numbered, with a title block including, job address, owner name, designer's name designer's address and phone number. No marked-over or altered plans will be accepted. If revisions are necessary or additional information is required the original drawings must be corrected and resubmitted.

Plans should be a minimum of 11" x 17" and for larger projects 24" x 36". All drawings must be to scale. Floor plans, elevations, foundation and framing plans must be drawn to a minimum scale of 1/4" = 1'. Graph paper is only acceptable if the grid lines are easily distinguishable from the drawing lines, including copies.

Completeness and clarity of the drawings is essential to avoid delays in issuance of your permit. Remember that the plan checker can only review your plans to the level of the information you supply. Your plans would be considered complete if you could give them to a total stranger and he or she could understand how the building will be constructed and what the finished project will look like.

ENGINEERED DESIGNS

An architect or engineer with a California license as described in Section 2308 of the 2007 California Building Code must design all construction that falls outside the category of "Conventional Light-Frame Construction". This includes, but is not limited to, truss systems, retaining walls over forty-eight inches high, foundations with piers or caissons, roofs on posts such as carports and patio covers which are freestanding or which extend more than 6' beyond the building to which they are attached, and wall bracing systems which are not described in Section 2308. Structural calculations for such designs must be submitted in two copies with the designer's stamp, signature, and license number. All design elements required by the calculations must appear on the plans as well as in the calculations. The builder or field inspector should not need to refer to the calculations to see how the structure is to be built.

INFORMATION REQUIRED ON DRAWINGS

For purposes of accuracy and clarity in plan review, construction and inspection processes, the following minimum plans standards are required.

Use this as a checklist when preparing your plans. Some items may not apply to your project but if you address all of those that do, unnecessary delays in the plan review process can be avoided. If you have questions about any of the items on this list we can discuss them with you.

Plot Plans must be provided for new buildings and for any work, which alters the footprint of an existing building. Plot plans must be drawn to a common engineers scale and must show:

- Property lines
- Lot dimensions
- Front, rear, and side setback distances to buildings
- Topographic features such as lot slope, trees and drainage flow
- All existing and proposed structures on the property including all covered patios, porches, roof overhangs, and driveway location.
- The proposed building's exterior dimensions
- All public and private easements
- Underground gas, electric and water lines
- Proposed and existing gas and electric meter locations
- North arrow showing the compass orientation

Foundation Plans are required. They should be drawn to 1/4"=1' scale, and include:

- All continuous footings with length of each segment
- Cross-section detail(s)
- Foundations for interior bearing walls
- Location of all pier footings (centers dimensioned in both directions)
- Size and depth of all pier footings
- Anchor bolt size and spacing, and types of post anchors
- Holdown locations and types - include bolt specification where applicable

For wood-framed floors the following are also required:

- Sizes of girders and joists
- Spacing of girders and joists
- Spans of girders and joists
- Additional joists or blocking under interior Braced Wall Panels
- Location and size of underfloor access
- Underfloor ventilation locations and calculations

For slab floors the following is also required:

- Footings or thickened slab under interior Braced Wall Panels with details for sill attachment

Floor Plans are required. They should be drawn to 1/4" = 1' scale, and include:

- A separate plan for each floor level
- Descriptions and dimensions of all rooms
- Locations and descriptions of all Braced Wall Panels
- Locations and sizes of doors and windows
- Description of window types (and doors if glazed)
- Locations and sizes of skylights (indicate if openable)
- Changes of ceiling height
- Location and size of attic access opening(s)
- Landings and stairs
- Plumbing fixtures and appliances
- Location and description of room heaters
- Location of heating and cooling appliances
- Method of providing combustion air for fuel-burning appliances in confined spaces
- Locations of electrical service panel, sub panels, receptacles, lights, switches, fans and smoke detectors
(may need to be shown on a separate electrical plan if the floor plan is too crowded to maintain clarity)
- Header sizes for all openings in bearing walls
- For additions, adjacent existing rooms must be included
- For alterations to existing rooms, plans must show existing layout and proposed room changes.

Floor Framing Plans for the first story can be included in the foundation plan. If the building has more than one floor level, a separate floor-framing plan must be provided for each level unless no floor is above the other at any point (split level). See wood-framed floor section of foundation requirements.

Roof Framing Plans are required for all site-framed roofs. They are also required for site-framed portions of truss roofs, such as California framing, porch roofs, etc. Ceiling framing may be included on the roof-framing plan if adequate clarity can be maintained. Complex structures may need separate roof and ceiling framing plans. Plans must include:

- Sizes of rafters and joists
- Spacing of rafters and joists
- Spans of rafters and joists
- Locations and sizes of purlins
- Location of each purlin support, showing where a beam supports it or bearing wall
- Location, size, grade and span of each roof or ceiling beam
- Location and size of posts supporting roof or ceiling beams
- Attic ventilation locations and calculations

For truss roofs all of the following must be submitted:

- Truss layout
- Engineering for each truss and gable
- Gable stud bracing detail

Section Views are helpful for clarifying framing in complex buildings. Even in simple structures a typical section view can be very helpful. More complex buildings may require several section views.

Elevation views are required for each side of all new construction. They are usually drawn to 1/4" = 1' scale, but may be drawn to 1/8" = 1' scale if clarity is maintained. They should show:

- Approximate grade including actual slopes at the site
- Type of siding and roofing
- Windows, doors and skylights
- Architectural finish features
- Porches and decks
- Chimney extensions

Title 24 Energy Compliance Forms are required for projects creating heated or cooled space. These forms will show your method of compliance with California Energy Commission regulations for energy conservation. Basic forms are available from the Building Department, compliance forms for most projects are best prepared by an experienced professional. San Bruno is located in Climate Zone Three.

Simple projects may not require all of the items noted above. Each plan must provide the accuracy and clarity necessary for plan review, construction and field inspection. Plans that are inadequate for these purposes may be returned as incomplete, delaying your project.

DEPARTMENTAL CLEARANCES

Depending on the scope of the project, clearance may be required from the following departments: Clearance is required from the School District for residential projects, which add 500 or more square feet. Clearances are also required from the City Planning, Fire and Engineering Departments.