



# Plan Submittal Checklist for New Single Family Dwelling

**BUILDING PLANS MAY NOT BE SUBMITTED WITHOUT THE APPROVAL OF THE LAND DEVELOPMENT DIVISION.**

## **GENERAL PLAN SUBMITTAL REQUIREMENTS:**

- Three sets of plans drawn to scale.
  - Plot Plan.
  - Floor Plan.
  - Foundation Plan.
  - Elevations – provide a minimum of three elevations of the exterior of the building.
  - Framing sections.
- One copy of current title report.
- One copy of the recorded parcel map.
- Two copies of truss calculations (if trusses are used).
- Two copies of energy compliance information.
- Two copies of soils report (must be less than one year old).
- Plan check fee (to be determined at time of plan submittal).

## **PLAN REQUIREMENT GUIDELINES**

1. **ARCHITECT OR ENGINEER SIGNATURE** is required on the plans for buildings or portions of buildings not complying with wood frame conventional construction provisions, or exceeding two stories and basement in height.
2. **PLOT PLAN, SITE PLAN** showing the property lines dimensions, the location of abutting streets, easements, location of flood plain and location of all structures. The plans shall include:
  - Vicinity map.
  - Site address, assessor's parcel number and legal description.
  - North arrow.
  - Structure and occupancy use (existing and/or proposed).
  - Show setbacks.
  - Zoning requirements.
  - Height of fences and retaining walls, both existing and proposed.
3. **FOUNDATION PLAN**
  - Show dimensions and details of foundations including continuous footings, grade beams and pier footings.
  - Show footing dimensions, thickness of concrete slabs and reinforcing steel.

#### **4. FRAMING PLANS**

- Show the size, directions and length of span of girders, beams, headers and floor joists.
- Show size of posts and columns.

#### **5. FLOOR PLANS**

- Show exterior and interior dimensions.
- Show the use of all rooms. Also show the size and type of all windows and doors.
- Show plumbing fixture, gas fixture, water heater and electrical equipment.
- Show the location of heating and air-conditioned facilities.
- Show all interior finishes.
- Show the location of smoke detectors.

#### **6. CROSS SECTIONS** showing the following:

- Interior and exterior finishes.
- Size, spacing and type of materials used.
- Insulation type and location.
- Cross reference connection details.

#### **7. ELEVATIONS** showing the following:

- View of all doors, windows and other openings.
- Exterior finishes.
- New and pre-existing grades; and height of structure and projections above grade.
- Dimensions of eave projections.

#### **8. ROOF PLAN AND DETAILS** showing the following:

- Roof pitch and provisions for drainage.
- Size of hips, valleys, rafters and ridges.
- Direction of span of rafters, trusses, beams and headers.
- Any special framing at roof area.
- Complete roofing specifications.

#### **9. STRUCTURAL CALCULATIONS** showing the following:

- Are required for portions of buildings not complying with conventional construction provisions.
- Structural calculations must have the signature and stamp of the licensed engineer or architect who prepared the calculations.
- The signature and stamp must be on the first page of the calculations and each page of the structural plans.

#### **10. SOILS REPORT**

- A soils report that is less than one year old is required for all new construction.

## **11. TITLE 24 – DOCUMENTATION FOR ENERGY**

- Show compliance with a prescriptive package or submit Title 24 energy calculations. The energy forms shall be made part of the plans.

## **12. UTILITY LOCATIONS**

- Show gas and electric meter locations.
- Show locations of sewer main and laterals.
- Show locations of water meter and water lines to the building.

## **13. REASONABLE ACCOMMODATION FORM (IF APPLICABLE)**

- Assess eligibility, complete form, and submit at front counter.
- A request for reasonable accommodation may be made by any person with a disability, or by an entity acting on behalf of a person or persons with disabilities to provide or secure equal access to housing, when the application of a zoning regulation or other land use regulation, policy or practice acts as a barrier to fair housing opportunities.
- A request for reasonable accommodation may include a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability with equal opportunity to housing of their choice. For more information please visit: <https://records.cityofvista.com/WebLink/0/doc/131151/Page1.aspx>.

## **ADDITIONAL REQUIREMENTS**

- Fire sprinklers are required on all new single family dwelling construction.
- A fire sprinkler contractor will need to submit sprinkler plans to Development Services Center and pay the required fee.

## **QUESTIONS?**

- Call the Development Services counter at 760-639-6108.