COUNTY OF MARIN

COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

Building Permit Submittal Check-list

As of January 1, 2011 all submittals shall comply with all 2010 California Building Standards Codes or 2010 California Residential Code

Project Address: _____ ***APN #:*** _____

SUBMITTAL DOCUMENTS:				
Owner or Designer	***FOR COUNTY USE ONLY***			Construction documents, statement of special inspection and other data shall be submitted in **Three sets** with each permit application. ***(C.B.C.Sec. 107 & C.R.C. R106)***
	Verified By Staff	***Comments***	***N / A***	
☐	☐	☐	☐	

INFORMATION ON CONSTRUCTION DOCUMENTS:				
Owner or Designer	***FOR COUNTY USE ONLY***			Construction documents shall be dimensioned and drawn with minimum scale of ¼ ” = One foot on minimum D size paper (24 in x 36 in) or maximum E size paper (36 in x 48 in) upon suitable material. Name of the owner(s), address of project (as assigned by the planning department), scale used and assessor’s parcel number (A.P. #) shall be print on all sheets of the documents. Construction documents 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 ***2010 C.B.C.*** or ***2010C.R.C.*** and relevant laws, or ordinances of the County of Marin. ***(Sec. 107.2.1 or Sec. R106.1.1)***
	Verified By Staff	***Comments***	***N / A***	
☐	☐	☐	☐	

SITE PLAN:

The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale (minimum 1/8 " = One Foot) showing the size and location of new construction, existing structures, distances from lot lines, road right of way's, easements, established street grades, site topography, proposed finished grades and, as applicable, flood hazard areas, base flood elevation, flood ways, design flood elevations and all contour lines. Plans shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures, and construction or structures to remain on the site or plot. ***(C.B.C. Sec. 107.2.5 or C.R.C. R106.2)***

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	***1-Specify on the Site plan, the LATITUDE and LONGITUDE for the Building or Project. (C.B.C. Sec. 1613or C.R.C. Sec. R301.2.2)***
☐	☐	☐	☐	***2- All property lines with dimensions.***
☐	☐	☐	☐	***3- Topography (Existing & Proposed - If within 25 feet of sea level, or in flood zone, datum shall be N.G.V.D.)***
☐	☐	☐	☐	***4- Existing and proposed structures with distances to property lines.***
☐	☐	☐	☐	***5- Proposed scope of work shall be clearly delineated***
☐	☐	☐	☐	***6- Other physical features (creeks or water courses, top of bank, fences, trees, vegetation, rock outcrop, etc.)***
☐	☐	☐	☐	***7- Driveway and required parking (MCC 24.04.330) including driveway slope.***
☐	☐	☐	☐	***8- Adjacent streets and/or easements. Show full width of right-of-way, label public or private, show edge of pavement.***
☐	☐	☐	☐	***9- Low tide/High tide lines and/or flood zone(s) (if applicable)***
☐	☐	☐	☐	***10- Location of septic system (including septic tank and disposal and reserve fields) and/or water system.***
☐	☐	☐	☐	***11- Utilities and location of propane tanks.***
☐	☐	☐	☐	***12- Site Design Elements (retaining walls, cuts & fills, walkways, fences, ground-mounted photovoltaic systems. etc.)***
☐	☐	☐	☐	***13- Existing and proposed finished grade elevations and drainage plan(s).***
☐	☐	☐	☐	***14- A Data Table including zoning, lot size, floor areas (existing, proposed, and totals)***
☐	☐	☐	☐	***15- Vicinity map, north arrow, contacts information (owner, architect, engineer, etc.)***
☐	☐	☐	☐	***16- California Accessibility Site requirements (Parking, Route of Travel, Etc.) as applicable.***

Floor Plan:

Floor plans shall be submitted at a minimum of ¼" = 1' – 0" scale and include the following:

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	***1- Existing and proposed floor plans.***
☐	☐	☐	☐	***2- Wall Construction Legend indicating: walls to remain, walls to be modified, and wall to be removed.***
☐	☐	☐	☐	***3- Finished floor elevations***
☐	☐	☐	☐	***4- All structural drawings and details.***
☐	☐	☐	☐	***5- Roof Plan with existing and proposed elevations clearly delineated and any proposed roof mounted photovoltaic systems, including its elevations.***
☐	☐	☐	☐	***6- Truss Layout Plan, Truss Drawings and Truss Calculations. (Sec. 2303.4 or Sec. R502.11, R505.1.3)***
☐	☐	☐	☐	***7- California Accessibility Interior Path Of Travel, as applicable.***

Building Elevations:

Building Elevations shall be submitted at a minimum of ¼" = 1'-0"scale with the following information:

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	***1-Exterior elevations showing existing and proposed exterior grades. Indicate base flood elevation in Flood Hazard Areas.***
☐	☐	☐	☐	***2- Cross-section through the lowest grade points and highest roof elevations (several cross-sections may be required).***
☐	☐	☐	☐	***3- Existing and proposed doors, windows, and other design elements.***
☐	☐	☐	☐	***4- Exterior Lighting Details: Show location and provide manufacturer's cut-sheet of all proposed exterior lighting fixtures.***
☐	☐	☐	☐	***5- Retaining walls: Show existing and proposed ground elevations, bottom and top(Detached walls more than 4 feet height require separate building permit) of wall elevations on site plan and provide wall detail cross section.***
☐	☐	☐	☐	***6- Residential Fences; show elevation and architectural details.***
☐	☐	☐	☐	***7- California Accessibility Ramp Elevations, as applicable.***

Demolition Plan:

Proposed major remodels shall provide a clear scope of work on multiple plan sheets (site plan, floor plans, elevations, etc.) including all information listed under Floor Plan item.

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	***Demolition applications for an entire structure shall have erosion & sediment control plans.***

Additional Information:

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	***1- Soils/Geotechnical Reports (two sets) and/or Geotechnical Engineer plan set review letter (signed & stamped).***
☐	☐	☐	☐	***2 -Structural Plans***
☐	☐	☐	☐	***3- Structural Calculations. (two sets)*** • ***Structural Calculation required for detached retaining walls application***
☐	☐	☐	☐	***4- Green Building Checklist***
☐	☐	☐	☐	***5- Grading& Drainage Plans (if applicable)***
☐	☐	☐	☐	***6- Erosion & Siltation Control Plans and Storm-Water Control Plan (if applicable)***
☐	☐	☐	☐	***7- Conditions of Approval listed if a Planning Division permit was approved (i.e., Design Review, Variances, etc.).***
☐	☐	☐	☐	***8- Encroachment Permit application if any proposed work in County maintained street.***
☐	☐	☐	☐	***9- Fire Sprinklers(If required per construction documents): Fire Sprinkler drawings & calculations shall be submitted directly to the Proper GOVERNING FIRE JURISDICTION for approval of the design and inspection of the system after installation.***

Deferred Submittals:

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	

Design professional in responsible charge:

When it is required that documents be prepared by a registered design professional (per State of California Consumer Affairs), the owner shall engage and designate on the building permit application and on the Site Plan a registered design professional who shall act as the registered design professional in responsible charge.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building. (Sec.107.3.4)

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	

Specify the type of use:

☐ ***Residential:***

☐ ***Non-Residential:***

Owner or Designer	*FOR COUNTY USE ONLY*			
	Verified By Staff	*Comments*	*N / A*	
☐	☐	☐	☐	*1- Number of stories (per C.B.C. 2010 or C.R.C. 2010 definitions):_____*
☐	☐	☐	☐	*2- Seismic Category:_____ All projects in category E & F shall be design by design professional (Engineer / Architect)*
☐	☐	☐	☐	*3- Conventional construction: Per section 2308 C.B.C. 2010 or 2010 C.R.C. (Site Class D only with maximum two stories per C.B.C. definitions or require Soil/Geotechnical Reports for other Site Class).*
☐	☐	☐	☐	*4- Non-Conventional construction.*
☐	☐	☐	☐	*5- Commercial; requires ACCESSIBLE ROUTE OF TRAVEL (ROT) plotted from parking and right-of-way to area of alteration, and all accessibility improvement details. Verify California Accessibility Requirements (As Applicable) are addressed.*

Note: Staff reserves the right to require additional application submittal information as found applicable to each project on a case-by-case basis.

I have reviewed this submittal list and I recognize that increased plan review times are necessitated by inadequate plan submittals, and in some cases, a plan review may not be performed until the missing data is submitted.

SIGNED BY APPLICANT: _____ ***Date:*** _____

CHECK BY STAFF ONLY:

BY: _____

Date: _____

- ☐ ***Regular Track Process***
- ☐ ***Fast Track Process***
- ☐ ***Any active regular permit(s):***
- ☐ ***Any active fast track permit(s):***

July 27, 2011