Building Permit Submittal Checklist  v 2-7-20

All submittals must comply with the 2019 California Building Standards Codes (Effective January 1, 2020) and local requirements

Project Address: _______________________________ APN: _______________________________

Tracking #(#s): _______________________________ Submittal Date: __________

<table>
<thead>
<tr>
<th>Designer</th>
<th>COUNTY STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Construction plans shall be submitted in four sets and be drawn, preferably, on a minimum of 24” x 36” sheets. Plans shall be drawn to minimum ¼” = 1 foot unless otherwise noted. Three sets of Site and Architectural Plans, and two sets of Engineering Plans, if required, and other supporting documents shall be submitted with the permit application. The first sheet shall include a scope of work statement and, as applicable, a statement of special inspection. (See “Additional Information” on page 4)

The applicant is responsible to deliver the fourth set of plans to the local fire authority for review, if required. No Deferred submittals – Exception - Truss Calculations and Fire Sprinkler Plans.

INFORMATION ON CONSTRUCTION DOCUMENTS:

<table>
<thead>
<tr>
<th>Designer</th>
<th>COUNTY STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All sheets of the plans shall include a Title Block showing name, address, phone and/or e-mail address of the owner and designer along with project address and assessor’s parcel number. Also note type of plan sheet, (i.e. “Floor Plan”, “Elevations”, etc.), the page number and a Plan Date/Revision box.

The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and shown in such detail that it will conform to stated requirements.
**Site Plan:**
The Site Plan shall be drawn in accordance with an accurate boundary line survey to a minimum scale of 1/8” = one foot/architectural, or 1/10” = one-foot engineering scale (aerial photo Site Plans are not accepted) and include the following:

<table>
<thead>
<tr>
<th>Designer</th>
<th>COUNTY STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>N/A</td>
</tr>
</tbody>
</table>

1. A Data Table including zoning, lot size, floor areas (existing, proposed, and totals) and Floor Area Ratio (FAR), as well as impervious areas (existing, proposed, and totals) on the parcel.

2. Vicinity Map and North arrow.

3. The Proposed Scope of Work shall be clearly stated.

4. Specify on the Site Plan, the LATITUDE and LONGITUDE for the Building or Project.

5. All property lines with dimensions and North arrow.

6. Topography- Existing and Proposed topographic contours, in 2-foot intervals, or sufficient spot elevations if the site is flat. (If within 25 feet of sea level, or in flood zone, datum shall be NAVD 88.)

7. Other physical features (wetlands, creeks or other water courses, flow line and top of bank [show distances to top of bank, if applicable], trees [indicate those to be removed], vegetation, rock outcroppings, springs, etc.)

8. Type of Use: For other than single-family dwellings, indicate building use(s), occupancy group(s), construction type(s), occupant load calculations, and fire sprinkler protection.

9. Delineate all existing and proposed structures with distances to property lines indicated.

10. Roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines through structure footprint.

11. Driveway/access and required dimensioned parking, including driveway slope, width, and surface type.

12. Adjacent streets and/or easements. Show full width of right-of-way, label public or private, show edge of pavement and all utilities. Show any proposed work in right-of-way.

13. Location of septic system (including septic tank, accessory equipment, disposal and reserve fields) and/or well and water system.

14. Site Design Elements (retaining walls [include TOW/BOW elevations], walkways, fences, exterior lighting, vehicle gate, mailbox, etc.)

15. Low/High Tide lines and/or FEMA special Flood Hazard Area (Flood Zone), boundary and base flood elevation, if applicable.

16. Existing and proposed finished grade elevations & contours, Drainage Plan(s) including gutters, downspouts, foundation, storm water collection and dispersal elements and total amount of newly created/replaced impervious surface. Show cut and fill, including quantities, and limits of disturbance.

17. California Accessibility site requirements and features for non-residential or multi-family projects (public transportation, parking, path of travel, signage, grades of accessible paths and ramps, etc.)

**Comment(s):**
### Floor/Roof/Structural Plans:

Provide the following as applicable:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Designer</strong></td>
<td><strong>COUNTY STAFF</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td><strong>N/A</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. Existing and proposed floor plans with North arrow. Identify use of each room.

2. Wall Construction Legend: Indicate walls to remain, new walls, walls to be modified, and walls to be removed. Show openings and door swings.

3. All mechanical, electrical power, light, alarm/signal features, and plumbing layouts and associated legends for each.

4. Roof Plan: Show existing and proposed hip, ridge and valley lines, type of materials, slope, and other features. Provide North arrow.

5. All structural drawings including foundation, floor, wall, roof and truss plans and details.

6. Show on plan how project meets California Accessibility requirements for all non-residential and multi-family structures. Show path of travel routes and other required features.

**Comment(s):**

### Building Elevations:

Provide the following as applicable:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Designer</strong></td>
<td><strong>COUNTY STAFF</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td><strong>N/A</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. Exterior elevations: Show existing and proposed exterior grades. Indicate base flood elevation in Flood Hazard Areas. Label each elevation North, South, East, or West.

2. Cross-section through the lowest grades and highest roof elevations (cross-sections each way is required).

3. Existing and proposed exterior walls and roofs, including exterior wall and roofing materials, vents, gutters, solar equipment, chimneys, skylights, doors, windows, decks, porches, etc.

4. Retaining walls: Show dimensioned existing and proposed elevations with detailed cross section(s). Note: Detached retaining walls more than 4 feet in height require separate building permit.

5. Fences and Vehicle Gates: Provide architectural elevations and details.

6. Non-residential signs, towers, and monuments.

7. California Accessibility Features (such as ramps, stairways, barriers, protruding objects, ATMs, service and sales counters, etc. as required for non-residential or multi-family projects)

**Comment(s):**
**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 #1.

### Designer | COUNTY STAFF
---|---
**Required** | N/A | 1- Demolition applications for an entire structure shall include Erosion & Sediment Control Plans.

2- The Demolition Plan shall indicate such work to the existing structure with the following Legend: 1) Existing wall to remain; 2) Existing walls to be removed; 3) and Existing walls to be modified. Walls to be modified shall include all walls where any modification whatsoever is proposed (shear walls, framing upgrades, new plate heights, etc.).

3- Demolition projects must submit a completed Zero Waste Marin Recycling & Reuse Plan form.

### Comment(s):

---

### Additional Information:

<table>
<thead>
<tr>
<th>Designer</th>
<th>COUNTY STAFF</th>
</tr>
</thead>
</table>
| **Required** | N/A | 1- Conditions of Approval from a Planning Permit (Design Review, Variance, etc.) shall be listed on a separate, full-sized plan sheet placed at the front of the plan set. Include any other agency approvals.

2- Soils/Geotechnical Reports (two sets) and/or Geotechnical Engineer plan set & review letter.

3- Plans and other documents authored by licensed California Professionals shall be stamped and signed.

4- Two sets of Structural Calculations (double sided 8 ½ x 11 preferred) Structural Calculations are required for detached retaining walls.

5- Projects with deep foundations such as drilled piers and/or pilings, retaining wall systems, and in-ground swimming pools shall be designed by a qualified California Licensed Professional and include a Soils Report.

6- California State Title 24 Energy Calculations (two sets incorporated into separate full-sized plan sheets) demonstrating compliance with the County’s requirements (go to [www.maringreenbuilding.org](http://www.maringreenbuilding.org)). Note: Substantial energy efficiency is required for new buildings, especially new single-family homes greater than 4,000 square feet. It is recommended to consider these requirements as early as possible in project design.

7- CALGreen checklist (two sets) demonstrating compliance with the County’s requirements, (go to [www.maringreenbuilding.org](http://www.maringreenbuilding.org)).

8- Grading & Drainage Plans, if applicable.

9- Erosion & Sediment Control Plans and Storm-Water Control Plans, if applicable.

10- Encroachment Permit application if any proposed work in County maintained street or right-of-way.

### Comment(s):
Specify the type of use:
This information shall be shown on the site plan or other sheet at the front of the plan set.

- Residential: _______
- Non-Residential/ Multi-Family: _______

| Design Professional | Required | N/A | 1- Number of stories (per C.B.C. or C.R.C. definitions): _______
|---------------------|----------|-----|---------------------------------------------------------------
| □                   |          |     | 2- Seismic Design Category: _______ (Engineer/Architect)     |
|                     | □        |     | All projects in category E & F shall be prepared by design professional. |
|                     | □        |     | 3- Conventional construction: Per Section 2308 of the C.B.C. or Section R301 of the C.R.C |
|                     | □        |     | (Site Class D only with maximum two stories per C.B.C. definitions or Soil/Geotechnical Reports for other Site Classes as required). |
|                     | □        |     | 4- Non-Conventional construction. |
|                     | □        |     | 5- Commercial: Requires compliance with California and Federal accessibility laws as applicable. It is recommended that the services of a professional accessibility specialist (i.e. CASp) be engaged for project analysis, the preparation of plans, and for hardship applications or proposals for equivalent facilitation. |

Comment(s):

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.

Designer COUNTY STAFF

1- Design professional in charge declared, all plan sheets to be stamped and signed by their respective professional.

Note: County 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 and costs may be necessitated by incomplete plan submittals, and in some cases, plan review may not be performed until all missing data is formally submitted.

SIGNED BY APPLICANT: ___________________________ Date: ______________