



# Building Permit Submittal Checklist

*All submittals shall comply with all 2013 California Building Standards Codes and/or 2013 California Residential Code (Effective January 1, 2014)*

**Project Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

<b>SUBMITTAL DOCUMENTS:</b>				
<i>Owner or Designer</i>	<b>FOR COUNTY USE ONLY</b>			Construction documents, statement of special inspection and other data shall be submitted in <b>three sets</b> with each permit application. Three sets of complete site and architectural plans, with a minimum of two sets of engineering plans and calculations, and other required documentation or deferred submittals. (2' x 3' plan sheets preferred (size D); calculations and other documents may be 8 1/2" x 11") ( <i>C.B.C. Sec. 107 &amp; C.R.C. Sec. R106</i> )
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>INFORMATION ON CONSTRUCTION DOCUMENTS:</b>				
<i>Owner or Designer</i>	<b>FOR COUNTY USE ONLY</b>			Construction documents shall be drawn and dimensioned to a recognized construction scale. A scale of 1/4" = one foot is preferred. The name of the owner(s), legal address of project (as assigned by the Planning Department), scale used and Assessor's Parcel Number (APN) shall be printed 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 shown in such detail that it will conform to the provisions of <i>Section 107.2.1 of the 2013 C.B.C. or Section R106.1.1 of the 2013 C.R.C.</i> , as well as any relevant laws, and/or ordinances of the County of Marin.
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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/architectural, or 1/10" = one foot/ engineering is preferred) 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.

Owner or Designer	FOR COUNTY USE ONLY			(C.B.C. Sec. 107.2.5 or C.R.C. R106.2 & R301.2.2)
	Verified By Staff	Comments	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-Specify on the Site plan, the <b>LATITUDE and LONGITUDE</b> for the Building or Project. (Sec. C.B.C. 1613 or C.R.C. R301.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- All property lines with dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- Topography (Existing & Proposed - If within 25 feet of sea level, or in flood zone, datum shall be N.G.V.D.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4- Existing and proposed structures with distances to property lines including swimming pools, accessory structures, BBQ's, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5- Proposed scope of work shall be clearly delineated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6- Other physical features (creeks or water courses, top of bank, fences, trees, vegetation, rock outcroppings, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7- Driveway and required parking (MCC 24.04.330) including driveway slope.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8- Adjacent streets and/or easements. Show full width of right-of-way, label public or private, show edge of pavement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9- Low tide/High tide lines and/or flood zone(s) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10- Location of septic system (including septic tank and disposal and reserve fields) and/or water system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11- Utilities and location of propane tanks and water tanks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12- Site Design Elements (retaining walls, cuts & fills walkways, fences, vehicle gates, ground-mounted photovoltaic systems. etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13- Existing and proposed finished grade elevations and drainage plan(s), including storm water collection and dispersal elements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14- A Data Table including zoning, lot size, Floor Area Ratio(FAR) factor, floor areas (existing, proposed, and totals) For non-residential or multi-family projects state building use(s), occupancy group(s), construction type(s), occupant load calculations, fire sprinkler protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15- Vicinity map, north arrow, contacts information (owner, architect, engineer, etc.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>16- California Accessibility site requirements and features for non-residential or multi-family projects (public transportation, parking, route of travel, signage, grades of accessible paths and ramps, etc.)</i>
--------------------------	--------------------------	--------------------------	--------------------------	--

**Floor Plan:**  
Floor plans shall be submitted at a preferred scale of 1/4" = 1'-0" and shall include the following information:

<i>Owner or Designer</i>	<i>FOR COUNTY USE ONLY</i>			
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>1- Existing and proposed floor plans.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>2- Wall Construction Legend indicating: walls to remain, walls to be modified, and wall to be removed.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>3- Finished floor elevations.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>4- All structural drawings and details.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>5- All electrical power, light and alarm/signal features.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>6- Roof Plan with existing and proposed elevations clearly delineated and any proposed roof mounted photovoltaic systems, including its elevations.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>7- Truss Layout Plan, truss Drawings and Truss calculations. (Section 2303.4 or R502.11, R505.1.3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>8- California Accessibility Interior Path of Travel (Show the path of travel through the building to the area of alteration and to all accessible features as a dark dashed line as required for non-residential or multi-family projects).</i>

**Building Elevations:**  
Building Elevations shall be submitted at a preferred scale of 1/4" = 1'-0" and shall include the following information:

<i>Owner or Designer</i>	<i>FOR COUNTY USE ONLY</i>			
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>1-Exterior elevations showing existing and proposed exterior grades. Indicate base flood elevation in Flood Hazard Areas.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>2- Cross-section through the lowest grade points and highest roof elevations (several cross-sections may be required).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>3- Existing and proposed exterior walls and roofs, including exterior wall and roofing materials, roof vents, underfloor vents, gutters, chimneys and skylights. Existing and proposed doors, windows, decks, porches and other design elements.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4- Exterior Lighting Details: Show location and provide manufacturer's cut-sheet of all proposed exterior lighting fixtures.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>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.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6- Residential Fences and Vehicle Gates; show elevation and architectural details.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7- Non-residential signs, towers, and monuments.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8- 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)</b>

<b><u>Demolition Plan:</u></b>				
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.				
<b>Owner or Designer</b>	<b>FOR COUNTY USE ONLY</b>			
	<b>Verified By Staff</b>	<b>Comments</b>	<b>N / A</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Demolition applications for an entire structure shall have erosion &amp; sediment control plans.</b>

<b><u>Additional Information:</u></b>				
<b>Owner or Designer</b>	<b>FOR COUNTY USE ONLY</b>			
	<b>Verified By Staff</b>	<b>Comments</b>	<b>N / A</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1- Soils/Geotechnical Reports (two sets) and/or Geotechnical Engineer plan set review letter (signed &amp; stamped)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2 -Structural Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3- Structural Calculations (two sets, double sided 8 ½ x 11 preferred)</b> <ul style="list-style-type: none"> <li>• <b>Structural Calculation required for detached retaining walls application</b></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4- Green Building Checklist and California State T-24 energy calculations (two sets each) (incorporated into separate full-sized plan sheet – 2' x 3' preferred size)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5- Building Performance or HERS II home audits (two sets, double sided 8 ½ x 11 preferred)</b>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6- Grading &amp; Drainage Plans (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7- Erosion &amp; Siltation Control Plans and Storm-Water Control Plan (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8- Conditions of Approval listed if a Planning Permit was approved (i.e., Design Review, Variances, etc.) - (incorporated into separate full-sized plan sheets placed at the front of the plans)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9- Encroachment Permit application if any proposed work in County maintained street or right-of-way.</b>

**Deferred Submittals:**

<i>Owner or Designer</i>	<i>FOR COUNTY USE ONLY</i>			
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1- Fire Sprinklers: As required by Ordinance. (Fire sprinkler plans and calculations are to be submitted directly to the Fire District having jurisdiction for review and approval. A statement listing them as a deferred submittal shall be placed on the appropriate page.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2- Truss Layout Plan, Truss Drawings and Truss Calculations. (Sec. 107.3.4.2)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3- Fire Alarm and Signal plans: As required for California Accessibility compliance (for non-residential or multi-family projects) - (incorporated into separate full-sized plan sheets)</b>

**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)

<i>Owner or Designer</i>	<i>FOR COUNTY USE ONLY</i>			
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1-Design professional in charge declared, all plan sheets to be stamped and signed by their respective professional</b>

**Specify the type of use:**

**Residential:**

**Non-Residential:**

	<i>FOR COUNTY USE ONLY</i>			
	<i>Verified By Staff</i>	<i>Comments</i>	<i>N / A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>1- Number of stories ( per C.B.C. or C.R.C. definitions): _____</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>2- Seismic Category: _____ All projects in category E &amp; F shall be design by design professional (Engineer / Architect)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>4- Non-Conventional construction.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>5- Commercial: requires complete compliance with California and Federal laws as applicable. It is highly recommended that the services of a professional accessibility specialist be engaged for project analysis and the preparation of plans and for hardship applications or proposals for equivalent facilitation. CASp recommended.</i>

**Note:** *CDA and Building & Safety 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 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):*

**February 8, 2013**

h:\plan check forms\permit submittal check list.doc - revised 2/8/2013