

## Plan Submittal – New Residential Buildings

Policy and Procedure No.: **B-04-05**

Revised: November 2016

### Purpose

This handout establishes a procedure for complete plan review submittals when new residential buildings are proposed. According to current governing 2016 California Residential Code (CRC), 2016 California Building Code (CBC), 2016 Green Building Standards Code (GBSC), 2016 California Plumbing Code (CPC), 2016 California Mechanical Code (CMC), 2016 California Electrical Code (CEC), 2016 California Energy Code and 2016 California Fire Code (CFC), permits are required when buildings or structures are constructed. Therefore, the following guideline shall be reviewed before commencing any work.

### Plan Submittal for Construction Quantity

- Three (3) complete sets of plans must be submitted (at least two must be signed by designer and/or “wet-signed” and stamped by a State of California licensed architect or engineer); a completed building application form and plan check fee paid. Upon submittal of plans, these will be distributed to Building Inspection & Safety and Planning. Applicants shall make separate submittals directly to other local utility companies
- Two (2) sets of “wet-signed” and stamped structural calculation reports; geotechnical reports [when soil bearing pressure design used exceeds 1500 psf]; a letter of foundation design review
- Two (2) sets of Title 24 energy reports
- Two (2) sets of manufactured truss reports; a truss-review letter signed by engineer of record
- One (1) site plan, floor plan and elevation plans for Assessor’s office (11” x 17” only)

### Additional Requirements

- Building permits cannot be issued prior to the approval of improvement plans. On-site improvement plans must be submitted to Elk

Grove Development Services Engineering under a separate cover.

Contact **(916) 627-3436** for submittal requirements, fees and timelines.

- A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from Fire Department located at 10573 E. Stockton Blvd., Elk Grove, CA 95624, or by calling the **Cosumnes Community Service District Fire Department** at **(916) 405-7111** or by visiting their website at [www.yourcsd.com](http://www.yourcsd.com).
- **Sacramento County Environmental Management Department** approval is required for buildings served by wells and/or septic systems. Please contact **(916) 875-8484** to obtain plan approval prior to submitting plans to Elk Grove Building Inspection & Safety.
- **Elk Grove Unified School District** collects Developer Fees for new residential construction; the fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building & Safety during the plan review process. For current fee rates please call **(916) 686-7711**.
- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Payment of these fees must be made to the County prior to permit issuance. Fee compliance forms will be provided by Elk Grove Building & Safety during the plan review process. Please contact **Technical Resources** at **(916) 874-6544** and **Regional Sanitation** at **(916) 876-6100** for fee estimates.

### Other Permits Requirements

- A separate plan/permit is required for items such as: *Pools and Spas; Accessory Structures; Automatic Fire Sprinkler Systems*

## Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review and **five** business days for all other subsequent reviews. Please allow between 24-48 hours from the plan review time line for processing.

*Note: the plan review time may be extended depending on the complexity and size of the structure.*

## Minimum Plan Requirements

### Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: ¼" = 1' – 0"), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

### Information

1. Cover sheet - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction, occupancy classifications, if installing a fire sprinkler system; total building area per floor (square footage for dwelling, garage, porches); zoning; index of drawings.

**Light Wood-Frame Construction:** *Plans for new single family dwellings of light wood-frame construction as defined by the 2016 California Residential Code (CRC) may be prepared by any person, if the structure consists of not more than two stories and basement in height. However, if the structure has unusual design features and deviates from conventional light-frame standards, it shall be designed per the 2016 California Building Code (CBC) with structural calculations and plans prepared by a professional architect or engineer, licensed in the State of California.*

2. Plot plan - lot dimension and parcel size; building location with all setback distances to property lines and easements; north arrow; fire hydrants and other utilities; street and right-of-way identifications, access roadways; location of gas/electrical/water meters and sewer/water lines; septic/well systems (as applicable).
3. Grading and drainage plan (\*if submitted it shall be prepared by a registered civil engineer) - grade and pad elevations, ground slope drainage and topography; location of retaining walls.

4. Architectural plans - floor plans identifying room uses, door/window schedules; occupancy separation location and fire-rating details; location of smoke detectors, carbon monoxide alarms and emergency egress openings in bedrooms; if a second story is proposed show stair/handrail/guardrail/deck locations and details; floor framing details, post and girder intersections, roof eaves, gables, rakes; floor/attic ventilation calculations; all exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location), building height.
5. Structural plans - foundation plan with footing/pier/grade or slab details; shear wall schedule and detail reference locations; minimum of two building cross-sections in each direction. Complete floor/roof framing plans with bracing and support details.
6. Prefabricated trusses - roof/floor framing plan with truss I.D. # and manufacturer's name; truss splice details, connections and plate sizes; gable bracing/bridge; single line truss diagram with all vertical/lateral loads, including bearing points with reference to framing plan.
7. Mechanical, electrical and plumbing plans - electrical plan identifying size and location of main and sub-panels; outlets (required GFCI locations), switches, light fixtures; location of HVAC and A/C equipment; duct layout.
8. Energy requirements – provide signed Title 24 Energy Compliance Calculations with CF-1R and MF-1 Energy Compliance forms affixed to the plans.

## Fees

Due to the complexity of permit fees for new construction, it is recommended that you visit the Building Inspection & Safety counter to review all applicable costs such as development fees, building fees, etc.

## Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: **8401 Laguna Palms Way**  
Phone: **(916) 478-2235**  
Hours: **Monday through Friday**  
**8:00 am - 5:00 pm**

An Application for Permit form is also available online at: [www.cityofelkgrove.org](http://www.cityofelkgrove.org) under Building Division.