



**County of San Diego, Planning & Development Services**  
**MINIMUM ESSENTIAL PLAN SUBMITTAL ITEMS FOR SINGLE**  
**FAMILY DWELLINGS AND ACCESSORY STRUCTURES**  
**BUILDING DIVISION**

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The purpose of this guidance document is to assist our customers in preparing for plan submittal. The items listed must be included before your plans can be accepted by the Building Division. Following this guidance document will ensure a more timely and complete plan check for your project. When a submittal package is incomplete, we will be unable to render a complete and thorough plan check. This will cause delays in plan check and permit issuance.

In addition to avoiding delays in the permitting process, clear and complete plans will also expedite the construction and inspection process. When your plans clearly show what you intend to build and how you intend to build it, costly and time-consuming errors can be avoided. A simple test to determine if the plans are sufficiently clear is to consider if the plans are understandable without verbal explanations. Put yourself in the place of an inspector who has just arrived at a construction site and no one is there to explain the scope of the project. Will the inspector be able to quickly read and understand the plans without explanation?

To further prevent costly and time-consuming plan changes, projects which require other approvals such as grading, septic, fire district, zoning, etc., should consult the appropriate agencies first and, at a minimum, obtain preliminary approval prior to submitting plans to Planning & Development Services (PDS) Building Division for building permits.

These other approvals may require that the applicant make separate submittals to other County departments or other agencies.

**FREQUENTLY NEEDED PHONE NUMBERS FOR OTHER COUNTY AGENCIES:**

• **Zoning Information**

Contact Planning & Development Services at (858) 565-5981  
Zoning (setbacks, height limits, uses allowed, etc.)  
Plot Plan Review, Conditional Use Permits, Design Review, Site Plans, etc.

• **Septic Tank and Well Information**

Contact the Land Use Division, Department of Environmental Health  
Kearny Mesa (858) 565-5173  
San Marcos (760) 471-0730

Please see the following Building Division forms for additional information:

- 1) Plan check correction list for one- and two-family residences, associated garages, and other accessory structures ([PDS 498](#));
- 2) Minimum Construction Specifications ([PDS 081](#)).

**These forms and many others are available online at the County's web site at:**  
<http://www.sdcounty.ca.gov/PDS/bldgforms/index.html>

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**HTTP://WWW.SDCPDS.ORG**

## Minimum Essential Items for Submitting Plans

<b>SUBMITTAL REQUIREMENTS</b>	<b>MARKED ITEMS HAVE NOT BEEN PROVIDED AND ARE REQUIRED FOR SUBMITTAL</b>
<b>GENERAL</b>	
Permit Application	<input type="checkbox"/>
Minor Grading Plan	<input type="checkbox"/>
Assessors Set of Plans (required at permit issuance only)	<input type="checkbox"/>
Evidence of Legal Parcel (required at permit issuance only)	<input type="checkbox"/>
Storm Water Intake Form for All Permit Applications	<input type="checkbox"/>
Storm Water Quality Management Plan (Standard or PDP as applicable)	<input type="checkbox"/>
2 Complete Sets of Plans	<input type="checkbox"/>
<b>ARCHITECTURAL/STRUCTURAL</b>	
Title Sheet	<input type="checkbox"/>
Plot Plan	<input type="checkbox"/>
Stormwater BMP Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Elevations	<input type="checkbox"/>
WUI Fire Requirements	<input type="checkbox"/>
Cross Sections	<input type="checkbox"/>
Roof Plan	<input type="checkbox"/>
Schedules	<input type="checkbox"/>
Architectural Details	<input type="checkbox"/>
Framing Plans and Details	<input type="checkbox"/>
Truss Drawings/Calculations (2 Copies)	<input type="checkbox"/>
Structural Calculations (2 Sets)	<input type="checkbox"/>
Foundation Plan and Details	<input type="checkbox"/>
Soils Reports (2 Copies)	<input type="checkbox"/>
Compaction Reports (2 Copies)	<input type="checkbox"/>
Architect/Engineer Stamp	<input type="checkbox"/>
Special Inspection/Structural Observation	<input type="checkbox"/>
<b>ELECTRICAL</b>	
Electrical Plan	<input type="checkbox"/>
Single-Line Drawing	<input type="checkbox"/>
Electrical Load Calculations/Panel Schedules	<input type="checkbox"/>
<b>ENERGY</b>	
Title 24 Energy Documentation (2 Copies)	<input type="checkbox"/>
<b>SEE THE FOLLOWING PAGES FOR DETAILED DESCRIPTIONS OF THE ABOVE ITEMS.</b>	

## PERMIT APPLICATION

California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work.

The owner, a licensed contractor, or their authorized agent can fill out the application.

Plan check fees are due at the time of plan submittal.

**IMPORTANT:** An Owner-Builder Verification form ([PDS 421](#)) is required for all owner-builder projects. This form will be given to you by Building Division counter staff and is available online.

## GRADING PLAN

Grading plans and a grading permit are required when there will be 200 or more cubic yards of earth moved or when there will be a cut or fill of 8 feet or more in depth. Plans for a single-family dwelling or accessory structure ***must be submitted for plan check and a separate grading permit application*** must be completed in order to obtain a grading permit through PDS. Plans must be submitted on the current version of the [PDS Minor Grading Plan Template](#) (available online). A grading plan shall not be included in the plan sets submitted for a single-family dwelling or accessory structure.

When the grading exceeds 2500 cubic yards or contains a cut or fill depth greater than 20 feet, or is processed separately from the building permit, the grading permit must be obtained from the Department of Public Works (DPW).

The grading must be permitted, completed, inspected and rough grading approved by the County before a building permit will be issued.

## TAX ASSESSOR SET OF PLANS

Although not required for plan submittal, one set of plans for the tax assessor must be provided by the time the permit is issued. Provide one copy of the floor plan and one plot plan. Also provide a title sheet if the title sheet information is not incorporated into the plot plan.

## EVIDENCE OF LEGAL PARCEL

The parcel must be found to be a legal parcel before a building permit can be issued on the parcel. See Planning & Development Services Policy G-3 available online for information on determining if the parcel is a legal parcel.

## UNLICENSED DESIGNERS

Unlicensed persons are limited to the design of:

- See Who May Prepare Plans ([PDS 118](#)).
- Single-family dwellings (two-story maximum) of conventional wood-frame construction.
- Garages, barns and other wood-frame buildings accessory to a single-family dwelling.
- If any portion of the building does not conform to the conventional framing requirements of the California State Building Code, then the plans are required to be designed by a California licensed architect, civil engineer or structural engineer.
- When plans are incomplete or unclear the Building Official will require that the plans be prepared by a California licensed architect, civil engineer or structural engineer.
- Plans prepared by a licensed design professional must be stamped and signed upon submittal to the Building Division. Per state law, all licensed individuals must also stamp all submittal documents.
- When plans are prepared by a licensed professional they must be stamped and **wet signed** prior to issuance of the permit.

## PLANS

**Two identical sets** of plans must be submitted for plan check.

Plans must include all the items listed in this guidance document that apply to your project. In general, plans must conform to the following:

- Be legible and fully dimensioned.
- Must be drawn to a standard architect's scale. 1/4": 1 ft. is preferable. (Plot plans must be drawn to engineer's scale.)
- Must clearly indicate new construction vs. existing construction.
- Each page of the plans must be numbered and a sheet index provided.

- All notes must be right-side-up.
- All notes must be clear and legible.
- Pencil and/or wet ink drawings or notations are not acceptable.
- Paper should be of a uniform size no smaller than 18" x 24" (minor projects may use 11"x17").
- Thirty inch (30") maximum rolled length preferred.
- Reverse plans are not acceptable.

## TITLE SHEET

For smaller projects, the data found on the title sheet may be incorporated into the plot plan.

The title sheet contains the following information:

- Site address.
- Name, title, address and phone number of responsible parties (Owner, Architect, etc.).
- Sheet index.
- Schedules of materials, notations, symbol legends, abbreviations.
- Project data
  - Building use and height
  - Floor area of each use
  - Occupancy classification
  - Type of construction
  - List of all current code editions.
    - *2016 California Residential Code and/or 2016 California Building Code as applicable*
    - *2016 California Green Building Standards Code*
    - *2016 California Electrical Code*
    - *2016 California Plumbing Code*
    - *2016 California Fire Code*
    - *2016 California Building Energy Efficiency Standards*

If existing buildings are to be demolished, a summary of those building uses and areas should be provided.

If not included with the structural plans, a summary of special inspection requirements per the California Building Code must be shown here.

If not included on the plot plan, a Vicinity Map must be shown.

## PLOT PLAN

The plot plan shows the general layout of the lot. See Minimum Plot Plan Information ([PDS 090](#)) available online for a sample plot plan and detailed requirements. The plot plan must show the following:

- Assessor Parcel Number(s).
- Dimensions to engineer's scale.
- Property lines with all dimensions shown.
- Net lot area in acres.
- North arrow.
- Adjacent streets and easements. Show names, full widths, and centerlines.
- Location and use of proposed (new), as-built (non-permitted), and existing (permitted) construction. All structures must be labeled "Proposed", "As-Built", or "Existing".
- Driveway location, width and surfacing.
- Two 9 ft. x 19 ft. parking spaces. These parking spaces must be located behind the front yard setback and they may be located in the garage.
- Complete dimensions with distances between structures and to property lines shown on all sides.
- All architectural projections; patio covers, stairs, balconies, covered walks.
- Location of all utility lines and meters.
- Retaining walls and drainage systems.
- Ground-slope drainage scheme.
- Dimensioned location and size of the fuel modification zone.

## STORMWATER BMP PLAN

- Proposed locations of all stormwater BMPs per the Standard or PDP Storm Water Quality Management Plan shall be shown on plot plan or separate BMP plan with corresponding legend. See Sample Presentation for Stormwater BMPs ([PDS 272](#)) for guidance.
- Delineate and calculate constructed impervious and pervious surface areas per [PDS 272](#) and indicate total disturbed area (e.g. grading, clearing, paving, grubbing, septic, etc.).
- For projects proposing total land disturbance area of 1 acre or more or are part of a common development proposing total land disturbance area of 1 acre or more, provide the Waste Discharge Identification Number (WDID) obtained from the State Water Resources Control Board (SWRCB).

## FLOOR PLAN

Floor plans must show the following:

- Exterior and interior dimensions.
- Size and intended use of all rooms.
- Ceiling heights.
- Location, size, type, and operation of all doors and windows.
- Locations of plumbing fixtures, water heater, heating units, AC units, and major appliances.
- Location of smoke detectors.
- Location of carbon monoxide alarms.
- Location of all gas outlets.
- Interior finishes and floor coverings.
- Emergency egress windows at all rooms which could be used for sleeping.
- Fire separation between the dwelling and the garage including wall, ceiling, and door protection.

## ELEVATIONS

A drawing or view of each exterior wall, which shows:

- Doors, windows, and other openings.
- Type of roof covering and roof pitch.
- Exterior finishes.
- Vertical and horizontal dimensions.
- New and existing grades.
- Dimensions of eave projections.

## WUI FIRE REQUIREMENTS

Plans must clearly show all fire-resistive construction requirements in projects located in wildland interface areas. See County Building and Fire Code requirements for wildland-urban interface areas ([PDS 664](#)).

## CROSS SECTIONS

These are sections cut through the structure to show:

- Structural arrangement and material.
- Interior and exterior finishes.
- Size, spacing, and type of materials used.
- Insulation type and location.

- Cross section drawings must be cross-referenced to plan view drawings.
- Cross sections alone are not sufficient to show framing. Separate framing plans must be provided.

## ROOF PLAN

Show the following:

- Roof pitch and drainage.
- Size and location of skylights.
- Location, size, and type of attic vents.
- Roofing type, underlayment, and method of fastening for both.
- Roofing must be rated class A.
- Cool roof and/or radiant barrier as required by energy standards.

A separate roof plan is not required when all of the above information can be shown on other drawings.

## SCHEDULES

Provide schedules showing interior finishes on floors, walls and ceilings, windows, doors, hardware, special equipment, as applicable.

## ARCHITECTURAL DETAILS

Sufficient details to clearly show:

- Floor level changes.
- Fireplaces and laundry chutes.
- Stairs, handrails, guardrails.
- Flashing, exterior, and interior materials.
- Clear cross-references to the plans with both the detail symbol (numerical or alphabetical) and the page number on which the detail can be found.

## FRAMING PLANS & DETAILS

Provide plan view framing plans for each level of roof and floor framing. The ceiling framing may be shown on the same plan as the roof framing provided the ceiling members are clearly distinguished from the roof members. The framing plans shall show the following:

- All exterior walls **and** bearing walls immediately below the level of the framing (i.e. for the second

floor framing plan show the first floor walls below).

- All openings in the walls shown to scale with the size of the header or beam over the opening clearly specified.
- All cross sections and details clearly cross-referenced with both the detail or section identification symbol (numerical or alphabetical) and the page number on which the detail can be found.
- Columns, beams, girders. Show sizes, location, material, grade, and connections.
- Thickness, grade, panel identification index and nailing schedule for all roof and floor sheathing.
- Location, width and type of braced wall panels (shear panels).
- Shear transfer details.
- Structural details cross-referenced to the framing plans showing all connections, supports, etc.
- Structural material specifications (Specifications are statements of the quality of materials and workmanship while plans are diagrams showing construction details).

## **TRUSS DRAWINGS/CALCULATIONS**

For buildings that will use trusses, submit the following:

- Roof framing plan showing truss layout with Truss ID Numbers clearly cross-referenced to each truss.
- Two sets of manufacturer's truss drawings signed and stamped by a State of California registered professional engineer.
- Details of all connections, hangers and supports.
- Review by individual responsible for design.

## **STRUCTURAL CALCULATIONS**

- Required for buildings or portions of buildings not complying with conventional construction provisions.
- Must have the wet signature and stamp of the licensed architect or registered professional engineer who performed the calculations.
- Wet signature and stamp must be on the first page of the calculations.
- A minimum of two sets is required.

## **FOUNDATION PLAN AND DETAILS**

The foundation plan shall show the following:

- Locations and sizes of pier footings, grade beams, and continuous footings.
- All footing dimensions, slab dimensions, and all reinforcing steel.
- Type, size and location of all hardware, foundation bolts, straps, holdowns (and their anchor bolts when required), post bases, etc.
- For raised wood-framed floors, show size and spacing of all girders and floor joists.
- Access to under floor areas and ventilation requirements.
- Continuous footing under all bearing and shear walls. A building solely supported on a post and pier footing system must have a lateral bracing system designed by a licensed professional.
- Recommendations from soils and/or compaction reports.
- Structural details cross-referenced to the foundation plan showing footings, retaining walls, connections, shear transfer, etc.
- Post-tensioned plans must "stand on their own" as the foundation plan for the project.

## **SOILS REPORT**

- Required for structures supported on expansive soil and must include foundation recommendations. Single-story structures may use the form Expansive Soil Foundation Design ([PDS 065](#)).
- Required for structures greater than one-story, which are supported on beach sands or soils that have been deposited by running water.
- Required for all projects in Fairbanks Ranch.
- Required for projects where the design allowable soil pressure is greater than 1,500 psf.
- When required, must comply with Chapter 18 of the 2016 CBC.
- May be required for structures on natural ground.

## **COMPACTION REPORT**

A compaction report is required when fill soils of 12" in depth or greater are on the site. Compaction reports over five years old must include an update letter. Both the compaction report and the update



letter must be prepared by a California licensed Civil or Geotechnical Engineer.

## **SPECIAL INSPECTION AND STRUCTURAL OBSERVATION**

When applicable, all special inspection and structural observation requirements must be clearly shown on the plans and meet the intent of Chapter 17 of the 2016 CBC.

Completed special inspection form ([PDS 006](#)) must be printed on a sheet in the plans and shall identify all work requiring special inspection, material strength, and identify the special inspector and the phone number of the special inspector designated.

## **ELECTRICAL PLANS**

For residential **services of 400 amps or less**, an electrical plan is not required provided all lighting, smoke detectors, exhaust fans, HVAC equipment, and GFCI outlets are shown on the floor plan. A circuit card (available at our cashier) must be completed prior to framing inspection.

All residential projects with an electrical **service over 400 amps** require complete electrical plans, a single-line diagram, and load calculations as follows:

- Electrical Plan
  - Label and show the location of all equipment, electrical panels, and required GFCI receptacles.
  - Show lighting on plans.
  - Outdoor lighting must comply with the San Diego County Lighting Ordinance. See Private Outdoor Lighting Regulations ([PDS 211](#)).
  - Show compliance with Title 24 energy regulations.
- Single-Line Diagram
  - Show conduit and wire sizes. Specify aluminum or copper conductors and insulation type.
  - Show serving voltage, amperage, and AIC rating of equipment.
  - Show service grounding method, ground wire size, and cold water bond.
  - Show sizes of fuses and/or circuit breakers.

- Show main service arrangement with details on work space, access, and connection to utility transformer.
- Electrical Load Calculations and Panel Schedule
  - Show electrical load calculations to justify the size and type of equipment and conductors to be installed.
  - Show panel-rated capacity, AIC rating, voltage, main lugs only or with main protection; and panel locations.
  - Show total load and per-phase load in watts and amperes.

## **TITLE 24 – ENERGY REGULATIONS**

Plans and specifications must show compliance with the State of California Energy Regulations (*2016 California Building Energy Efficiency Standards*). The appropriate documentation, forms, and calculations must be submitted at the time of application submittal. Completed energy forms shall be made a permanent part of plans with compliance statements signed (forms shall be registered for projects requiring HERS verification and/or diagnostic testing).

*All forms mentioned above and additional information are available online at the PDS Building Division's Forms page at:*

<http://www.sdcounty.ca.gov/pds/bldgforms/index.html>