



# City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

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## MINIMUM SINGLE-FAMILY / DUPLEX PLAN SUBMITTAL REQUIREMENTS

This checklist provides a summary of information that you must provide to obtain a Building Permit for a new construction, addition or alteration project involving a Single-Family Dwelling or Accessory Dwelling Unit in the City of Imperial Beach. This list is provided to assist you in achieving an acceptable and complete initial submittal when applying for a Building Permit. Your designer should determine which items are applicable to your project. Incomplete applications and plans will cause delays in plan check and permit issuance. If you are unsure whether a specific item pertains to your project, please contact the Building Division for additional information.

If your project requires other approvals, those approvals should be obtained prior to submitting plans to the Building Division for building permits.

### SEPARATE PLANS, PERMITS, FORMS AND/OR APPROVALS REQUIRED

- A. Obtain all required Planning / Zoning Approvals
- B. Floodplain Development Application (required when proposed development falls within a FEMA designated Special Flood Hazard Area (SFHA))
- C. Certificate for School Impact fees (residential additions > 500 Sq. Ft. and ADU's > 750 Sq. Ft.)
- D. Demolition or construction projects of structures  $\geq$  250 Sq. Ft. or construction valuation  $\geq$  \$25,000 requires a Waste Management Plan.
- E. Standard BMPs are required for all projects fill out form 7-A & 7-B, a Water Pollution Control Plan is (WPCP) required for construction projects doing grading/soils disturbance or using materials containing materials affecting water quality negatively if discharged from the site (paints, solvents, concrete etc.).
- F. Encroachment permit are required for work in the Public Right of Way
- G. Engineering; Grading, drainage and site improvement plans are required for projects valued at \$50,000.00 or more.
- H. Owner Builder Form (required when property owner will be responsible for work completed)

### DOCUMENT SUBMITTAL LIST

Please note, when submitting plans and supporting documentation electronically, only a single copy of each document is required to be submitted to the Building Division.

#### Title Sheet

- Site Address, Assessor Parcel Number and Legal Description
- Name, title, address and phone number of responsible parties (Owner, Architect, etc.)
- Table of Contents / Sheet Index
- Schedules of materials, notations, symbol legends, abbreviations
- Project Data; building use and height, area of each use, occupancy group, type of construction, and whether the proposed and / or existing building has fire sprinklers.

- Detailed Scope of Work
- Specify the gross floor area of each element of the project
- List of all current editions of codes that apply to the proposed construction. (The 2019 CBC, 2019 CRC, 2019 CPC, 2019 CMC, 2019 CEC, 2019 CFC and 2019 California Energy Code)

#### Plot Plan

- Property lines with all dimensions shown.
- Adjacent streets and easements with names, widths and centerlines.
- Dimension and label all structures (existing & proposed) and provide distances between structures and to property lines (setbacks).
- Vicinity Map and North Arrow
- All architectural projections; patio covers, stairs, balconies, breezeways, overhangs, etc.
- Driveway location, widths and surfacing.
- Location of all utility lines and meters.
- Location of existing and proposed retaining walls, fences and other structures
- Proposed locations of all stormwater BMP's

#### Grading Plan (when required by IBMC 15.54.030)

- Existing and proposed Grading Plan; topographic plan with contours, drainage information and finished/proposed floor elevation.

#### Architectural Plans:

- Floor Plan
  - Exterior and interior dimensions
  - Size (including ceiling heights) and intended use of all rooms
  - Location, size and type of all doors and windows (provide a door / window schedule)
  - Location of all plumbing fixtures, water heater, heating units, AC units and other appliances
  - Location of smoke and carbon monoxide alarms
  - Interior finishes
  - Emergency egress doors and windows
  - Fire separation between dwellings and between the garage and the dwelling
- Elevations (drawing or view of each exterior wall)
  - Doors, windows and other openings
  - Type of roof covering and roof slope
  - Exterior finishes
  - New and existing grades
  - Vertical and horizontal building dimensions
- Building Cross Sections
  - Interior and exterior finishes
  - Size, spacing and type of materials used
  - Insulation type and location
  - Shall be cross-referenced to plan view drawings

- Show ceiling heights
- Roof Plan
  - Roof slope and drainage
  - Size and location of skylights
  - Location, size and type of attic vents
  - Complete roofing specifications (Include class rating, manufacturer name and product, and the ICC approval number or equivalent)
- Architectural Details
  - Stairs, handrails and guardrails
  - Changes in floor level
  - Flashing, exterior and interior materials
  - Fire rated and sound transmission (STC) assemblies, listing agency and listing number

Structural Plans:

- Foundation Plan
  - Locations and sizes of pier footings, grade beams and continuous footings
  - All footing dimensions, slab dimensions, and all reinforcing steel sizes and clearances
  - 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.
  - Show all recommendations from soils and/or compaction reports
- Floor Framing Plan
  - All exterior walls and bearing walls immediately below the level of the framing (i.e. for the 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.
  - Columns, beams, girders and floor joists. Show sizes, location, material, grade, and connections.
  - Thickness, grade, panel identification index and nailing schedule for all floor sheathing.
  - Location, width and type of braced wall panels (shear panels).
- Roof Framing Plan
  - Ceiling joists and rafters or trusses
  - Rafter ties, ridge beam, purlins, collar ties and / or ridge straps (when applicable)
  - Should trusses be used, identify truss ID numbers on the plan
  - Thickness, grade, panel identification index and nailing schedule for all roof sheathing.
- Structural Foundation and Framing Details
  - Structural details cross-referenced to the foundation and framing plans showing all footing types, depths, reinforcement, anchor bolts and holdowns, as well as all framing connections, shear transfers, supports, etc.

### Plumbing, Mechanical, and Electrical Plans

- Type and location of each plumbing fixture.
- Type, output and location of each air conditioning and heating unit.
- The amperage of the electrical service, the location of the service panel and any subpanels.
- Gas Isometric Plan (Required when Tankless Water Heater(s) are Part of Design)
- Plumbing Worksheet (Required for new dwellings and ADU's)
- Single-Line Diagram and load calculations (when main service exceeds 200A or when ADU will utilize existing service)

### Green Building Compliance Information

- Residential Mandatory Measures Plan Sheet or Checklist

### T24 Energy Compliance

- 2019 Low-Rise Residential Mandatory Measures Summary
- Prescriptive or Performance energy design showing compliance with the 2019 California Energy Code. The proposed design shall be registered with the appropriate HERS provider prior to plan submission.

### **Structural Calculations:**

- Structural Calculations (required when any portion of any structure deviates from substantial compliance with conventional framing requirements) stamped by a California licensed architect or engineer.

### **Truss Calculations:** (required only when plans include prefabricated trusses)

- Truss layout and calculations stamped by a licensed engineer
- Roof framing plan shall clearly cross reference truss ID numbers for each truss
- Confirmation that individual in responsible charge of the design has reviewed the calculations

### **Soils Report:**

- Required for structures supported on expansive soil and must include foundation recommendations
- Required for projects not designed with a presumptive load-bearing soil pressure of 1,500 PSF
- Required when the design includes any of the conditions detailed in CBC sections 1803.5.1-1803.5.12 are present
- May be required by the Building Official

### **Special Inspections:**

- All special inspection and structural observation requirements must be clearly shown on the plans and meet the intent of Chapter 17 of the 2019 CBC.