



Building Department

# RESIDENTIAL SUBMITTAL GUIDELINES

390 Towne Centre Dr, Lathrop, CA 95330  
Phone: (209) 941-7270

**THIS CHECKLIST OUTLINES PLAN COMPONENTS, CALCULATIONS, AND FORMS THAT MAY BE REQUIRED WHEN:**

- CONSTRUCTING A NEW HOME**
- BUILDING AN ADDITION**
- PERFORMING AN ALTERATION**

## General Instructions for Plans and Calculations

Plans can be prepared by anyone, however, they must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the Building Department may require that the plans, drawings, specifications and/or calculations for that portion of work be prepared by or under the direct supervision of a registered engineer or architect. At final submittal, this professional must also stamp and sign the sheets pertaining to this work.

## Follow these Plan Submittal Requirements:

<p><b>APPLICATIONS AND FORMS</b> (Refer to our Permit Submittal Guidelines)</p>	<p><b>Include with all First Submittals:</b></p> <ul style="list-style-type: none"> <li>• Building Permit Application / Plan Check Application</li> <li>• Owner-Builder Declaration Form (if Property Owner is pulling the permit)</li> </ul> <p>Plan Check and Permit Fees are based on the valuation provided on the Application. The valuation must reflect the total</p>
<p><b>PLAN SET REQUIREMENTS</b> Submit <u>1</u> electronic .pdf set of plans  (Not Protected/ Locked)  (Refer to our Permit Submittal Guidelines)</p>	<p><b>Assemble plans, as applicable, in this order:</b></p> <ul style="list-style-type: none"> <li>• Cover Sheet with project description</li> <li>• Site Plan, Grading Plan, Landscape Plan</li> <li>• Architectural Plan, Elevations</li> <li>• Structural Plan, Details</li> <li>• Electrical Plan</li> <li>• Mechanical Plan</li> <li>• Plumbing Plan</li> <li>• Title 24 Energy Documents</li> </ul> <p>Plans can be combined for simple projects if clarity is maintained.</p>
	<p><b>Required calculations may include:</b></p> <ul style="list-style-type: none"> <li>• Structural calculations, vertical and lateral loads</li> <li>• Title 24 Energy Calculations and Forms</li> </ul>



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Please be advised that in a Residential District, the following minimum setbacks must be met in order to comply with the Planning Department requirements for a single story structure. For additional buildings, 2-story structures, or corner lots, please consult with the Planning Department for additional requirements at (209) 941-7290.

**INFORMATION TO INCLUDE:** NEW - NEW HOME | ADD - ADDITIONS | ALT – ALTERATION

	NEW	ADD	ALT
<b>COVER SHEET/TITLE PAGE</b>	●	●	●
1. Project Address, Assessor’s Parcel Number	●	●	●
2. Legal Property Owner’s Name, Address, and Phone Number	●	●	●
3. Scope of work/job description	●	●	●
4. Proposed work vs existing, include Square Footage		●	●
5. Building height/number of stories	●	●	●
6. Building area	●	●	●
7. Occupancy types (ex: R3 and U)	●	●	●
8. Building construction types (ex: Type VB)	●	●	●
9. Fire sprinklers provided	●	●	●
10. Table of contents of plan sheets provided/Sheet index	●	●	●
11. Name and type of design professionals	●	●	●
12. Plan date/revision dates	●	●	●
13. Symbol legend	●	●	
14. Abbreviations	●	●	●
15. General notes	●	●	●
16. Scale/dimensions	●	●	●
17. Applicable Codes, ex: 2022 CBC, CRC, CEC, CMC, CPC	●	●	●
<b>CIVIL PLANS (PLOT PLAN, UTILITIES, GRADING, DRAINAGE) - Draw to scale.</b>	●	●	●
1. North arrow	●	●	●
2. Aerial view	●	●	●
3. Building footprint & roof line with all projections and dimensions to property lines/Zoomed out vision of building and vicinity	●	●	●
4. Dimensions between buildings	●	●	
5. Full Parcel, Lot Dimensions, Property lines, Street Name(s)	●	●	
6. Setbacks & Distance from Property Line to Structures	●	●	
7. Any recorded easements and visible utilities (ex: meters for electric, gas, and water on site)	●	●	
8. Existing and proposed grading plans	●	●	
9. Pad elevations, ground slope drainage scheme and topographic	●	●	
10. Location of existing and proposed retaining walls	●	●	



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	NEW	ADD	ALT
<b>ARCHITECTURAL PLANS</b>			
1. Floor plans, room uses	●	●	●
2. Exterior elevations	●	●	●
3. Cross sections in each direction	●	●	
4. Accessory elements	●	●	
<b>STRUCTURAL PLANS</b>	●	●	●
1. Framing system	●	●	●
2. Foundation	●	●	●
3. Details	●	●	●
4. Footing Size / Dimensions	●	●	●
5. Holdings	●	●	●
6. Rebar (Reinforcement)	●	●	●
<b>DETAIL SHEETS as applicable. All details and sections should be cross referenced on the plans.</b>	●	●	●
1. Window schedule detailing egress, safety glazing, and any skylight-approved listing numbers	●	●	●
2. Door schedule listing sizes and types	●	●	●
3. Framing and foundation details	●	●	
4. Roof: eaves, overhangs, rakes and gables	●	●	
5. Handrails, guardrails, and support details	●	●	●
6. Stairway rise and run, framing, attachment	●	●	●
7. Fire resistive construction (wall, eave, underfloor, ...)	●	●	●
8. Prefabricated Fireplace with approved listing number	●	●	●
<b>ELECTRICAL PLANS</b>	●	●	
1. Power (Service & Main Panel Location)	●	●	
2. Lighting	●	●	
3. Panel schedule	●	●	
4. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels	●	●	
<b>FIRE PROTECTION (SUBMITTED DIRECTLY TO FIRE DEPT) – Note on Plans if Provided</b>	●	●	
1. Fire sprinklers	●	●	
2. Fire alarms	●	●	
<b>LANDSCAPING PLANS</b>	●	●	
1. Irrigation	●	●	
2. Planting Schedule / MWEL0	●	●	



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	NEW	ADD	ALT
<b>MECHANICAL PLANS</b>	●	●	
1. Ductwork, Fans, Vents Location	●	●	
2. Location of HVAC equipment and size, noting BTU/HR output	●	●	
<b>PLUMBING PLANS</b>	●	●	●
1. Locations of plumbing fixtures, listing all required dimensions	●	●	●
2. Low Flow Form	●	●	●
<b>ENERGY PLANS</b>	●	●	●
1. CF-1R forms completed, signed and printed on plans	●	●	
2. Insulation Certificate attached to plans	●	●	

## OTHER DOCUMENTS OR PLANS

Depending on the project, other documents or plans may be required. Examples include:

- Title 24 Energy Calculations
- Soils report and geologic hazard study if in a geologic hazard Zone
- Structural calculations
- Pools and Spas
- Demolition of structures on site
- Truss design package