



# RESIDENTIAL PERMIT SUBMITTAL GUIDELINES

**City of Lathrop  
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330

Email: [PermitOffice@ci.lathrop.ca.us](mailto:PermitOffice@ci.lathrop.ca.us)

Phone #: (209) 941-7270

**PLEASE REFER TO THESE SUBMITTAL GUIDELINES BELOW FOR ALL RESIDENTIAL PROJECTS, INCLUDING:  
CONSTRUCTION A NEW HOME, BUILDING AN ADDITION, OR PERFORMING AN ALTERATION**

Plans can be prepared by anyone depending on the Project Scope (See “[Who May Prepare Plans](#)”), 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, Specifications and/or Calculations for that portion of work be prepared by or under direct supervision of a Registered Engineer or Architect. This Professional must stamp and sign the sheets pertaining to this work.

## SUBMITTAL REQUIREMENTS / CHECKLIST

Please be advised that in a Residential District, minimum setbacks must be met in order to comply with Planning Department requirements for a Single Story Structure. For Additional Buildings, 2-Story Structures, or Corner Lots, please consult with the Planning Department for their requirements.

<b>APPLICATIONS AND FORMS</b> (Refer to the <a href="#">General Permit Submittal Guidelines</a> )	<b>Include with all First Submittals:</b> <ul style="list-style-type: none"><li>• <a href="#">Building Permit Application / Plan Check Application</a></li><li>• <a href="#">Owner-Builder Declaration Form</a> (if Property Owner is pulling the permit)</li></ul> Plan Check and Permit Fees are based on the valuation provided on the Application. The valuation must reflect the total
<b>PLAN SET REQUIREMENTS</b> Submit 1 electronic .pdf set of plans (Not Protected/Locked) (Refer to the <a href="#">General Permit Submittal Guidelines</a> )	<b>Assemble plans, as applicable, in this order:</b> <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> Plans can be combined for simple projects if clarity is maintained.
	<b>Required calculations may include:</b> <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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**INFORMATION TO INCLUDE: NEW - NEW HOME | ADD - ADDITIONS | ALT - ALTERATION**

	<b>NEW</b>	<b>ADD</b>	<b>ALT</b>
<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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	<b>NEW</b>	<b>ADD</b>	<b>ALT</b>
<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</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 / MWELO	●	●	



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	<b>NEW</b>	<b>ADD</b>	<b>ALT</b>
<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 DOCUMENTATION

Depending on the Project, other documentation may be required. Examples include:

- Title24 Energy Calculations
- Soils Report and Geological Hazard Study if in a Geologic Hazard Zone
- Structural Calculations
- Pools and Spas Plans
- Demolition of Structures on Site
- Truss Design Package