



Community Development Department  
Building Division

390 Towne Centre Drive– Lathrop, CA 95330  
Phone (209) 941-7270 – Fax (209) 941-7268  
[www.ci.lathrop.ca.us](http://www.ci.lathrop.ca.us)

## RESIDENTIAL PERMIT APPLICATION & PLAN REVIEW GUIDELINES

### PLAN REVIEW SUBMITTAL CHECKLIST

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\*THE FOLLOWING INFORMATION/ITEMS ARE REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION. IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE RETURNED OR PLACED ON A HOLD STATUS UNTIL THE APPROPRIATE DOCUMENTS ARE RECEIVED FOR PLAN REVIEW.

- ❑ Permit application with applicable plan review fees due at time of submittal. The building permit fees are based on the valuation provided. The valuation should reflect the value that the project adds to the home, not the cost of materials. Please be advised that the Fire department, Public Works department and school district may assess separate fees depending on the size and type of the project.
- ❑ **(4) Four** complete sets of drawings, drawn to minimum of 1/4" = 1' scale. \*\*Please note that for non-existing projects such as construction of a new residence or additions of new detached buildings, **(5) five** sets of all plans are required.
- ❑ **(4) Four** copies of the site plan on a minimum **11x 17** paper. Please be sure to show all appropriate setbacks for the **(E)** existing and **(P)** proposed structures. Indicate any other existing structures such as pools and/or sheds.

\*\*\*Please be advised that in a residential district, the following minimum setbacks must be met in order to comply with Planning department requirements for a single story structure. For any other buildings or 2 story structures and for corner lots, please consult with the planning department for additional requirements at (209) 941-7290:

Side yard (Structure to P.L.):	5' minimum
Rear yard (Structure to P.L.):	10' minimum
Structure to structure:	10' minimum

\*Front yard (Structure to front of walk): 20' minimum

**\*In some cases, the front yard setback may vary. Check with planning.**

**The following is an extended list of information we would expect to see on your plans. We do realize that every project is different and some of the information may not be required depending on the scope of work;**

- ❑ Title sheet with an index of all sheets. The Title sheet should include the following;
  - a) Designer's name, address and phone number
  - b) Property owner's name, address and phone number
  - c) Architect's name, address and phone number
  - d) Project data to include project description, zoning, applicable codes, existing and proposed square feet and any general notes.
- ❑ Site plan showing (please refer to page 5 for an example);
  - a) Assessor's Parcel number and address of the project
  - b) Layout of existing and proposed buildings and driveways
  - c) Property boundaries and street frontage
  - d) Distance between all existing and proposed structures and between all structures and exterior property lines
  - e) North arrow
  - f) Frontage improvements
  - g) Vicinity map
  - h) Utility Services
  - i) Public water, sewer, storm drain or septic locations
- ❑ Floor plans with existing and proposed square footage and dimensions
- ❑ Foundation plan showing;
  - a) Footing size/dimension
  - b) Footing reinforcement
  - c) Anchor bolt placement
  - d) Slab reinforcement
  - e) Hold-down placement
- ❑ Grading plan with drainage details
- ❑ Floor, ceiling, wall and roof framing plans and details including framing layouts, cross-sections and sizing details of all members.
- ❑ Exterior elevations including North, South, East and West views.
- ❑ **(2) Two** Sets of Structural details, including all significant connection details. Key and reference all details.
- ❑ Electrical/Mechanical/Plumbing plans showing;
  - a) Electrical service size and location
  - b) Panel schedules
  - c) Single line diagram
  - d) Outlets, switches, lights and smoke detectors

- e) HVAC equipment location, size and model
  - f) Pipe sizes
  - g) Water heater location, size and model
- ❑ **(2) Two** Sets of Title 24 energy calculations, if applicable.
  - ❑ Truss and/or structural calculations wet signed, if applicable.
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Should you have any other questions or concerns pertaining to the permit application or plan review process, or to schedule an appointment, please call the Building Division at (209) 941-7270.

### **ADOPTED CODES**

THE CITY OF LATHROP BUILDING DIVISION has adopted and is currently enforcing the following codes:

1. 2016 California Building Standards Code, Title 24, Parts 1-12
2. 2016 California Building Code
3. 2016 California Residential Code
4. 2016 California Electrical Code
5. 2016 California Energy Code
6. 2016 California Green (CAL Green) Building Standards Code
7. 2016 California Plumbing Code
8. 2016 California Mechanical Code
9. City of Lathrop Municipal Code

### **DESIGN CRITERIA**

The current Structural Considerations for the City of Lathrop are as follows:

- Wind Speed = 85 MPH sustained winds with 110 MPH, 3 Second Gust, Exposure C
- Seismic = Seismic Design Category D
- Climate = Climate Zone 12
- Soils = Soils Report required on new construction (2013 CBC Section 1803)
- Walls Retaining Soil = 80 Pounds Per Cubic Foot Saturated Soil Rating
- Minimum Roof Live Loads = per 2016 CBC Section 1607 & Table 1607.1

If there are any questions concerning the above information please contact the Building Division at (209) 941-7270.

## **Provide the following information on the Site/Plot Plan**

Please provide the following information:

- Property Lines
- Easements
- Street Name
- Dimension from House to Property Lines
- Oak Trees/Protected Zones
- Finished Floor Elevation
- Show Location of Front Property Line in Relation to Curb or Sidewalk.
- North Arrow
- Setbacks
- Address/Parcel number, include lot number if applicable.
- Utility Box Locations
- Grading/Drainage
- Retaining/Sound Walls
- Lots with a Grade Differential Greater than two feet must show contours.