

**PLAN INFORMATION**

Residential plans must be legible and capable of digital scanning. All sheets shall be the same size and distinctly labeled with a sheet title and number. The minimum dimension of the sheets shall be 24" x 36". They may be produced (drawn) by a licensed Architect or Engineer, the Property Owner/Builder, Design Consultant, licensed Contractor or other qualified person. Three (3) complete sets of plans are required for submittal. Plans that are not legible and/or incomplete may be rejected prior to plan review. All plans shall be signed by the person preparing the plan.

Current California law regarding Owner/Builder permits requires the property be the principle residence of the owner. Second homes and rental property do not qualify for Owner/Builder permits.

The plan, at a minimum, shall include the following information and details:

- Plans shall be rendered legible and usable. Separate sheets shall be provided for distinctly different aspects of the proposed project. Plan sheets shall be clearly labeled with sheet numbers on the bottom right-hand corner and each sheet included in the set shall be included in the sheet index provided on the cover sheet.
- Provide with each set of plans: (Please note, not all submittals will require all of the following elements on a complete plan. Each project submittal will be determined on an individual basis.)
 - Cover Sheet with Vicinity Map and Sheet Index.
 - Where required by the Planning Division, "Conditions of Approval" shall be inserted as a separate page(s) behind the cover sheet.
 - Site Plan.
 - Demolition and Existing Floor Plan(s)/Roof Plan(s).
 - Proposed Floor Plan(s)/ Roof Plan(s)
 - Construction Cross Section(s).
 - Existing/Proposed Exterior Elevations of all affected areas within the proposed scope of work.
 - Structural Sheets. (i.e. Floor Framing, Roof Framing, Foundation Plan, etc.)
 - Architectural and Structural Details.
 - Mechanical, Electrical and Plumbing (MEP) Plans
 - "Title 24" Energy Compliance Forms. (Copied onto the plans)
- A complete "**Project Description**" and "**Scope of Work**" must be on the cover sheet of the plans. The plan description must match the Application description. List all new work and include square footages of the areas for all proposed work.
- Deferred Submittal** items shall be clearly noted on the cover sheet and will be required to be submitted for plan check, approved, and permits shall be issued prior to the framing inspection.
- Building Data Legend** must be provided on the cover sheet. Include the following information (as applicable) for the new or remodeled building proposed:
 - Project address.
 - Owner's name, address and phone number.
 - Contact information for: Designer / Architect / Engineer of Record/ Other Applicable Consultants
 - Name, address and telephone number of person who prepared the plans.
 - The Legal description (A.P.N.).
 - Occupancy group: i.e: R-3 – single family / U – garage
 - Type of Construction: i.e: V-B
 - Fire Zone: VHFHSZ
 - Floor Area calculations, including existing and new area per occupancy, total floor area of each story, area of new addition and area of alteration/remodel.
 - Number of stories.
 - Site area and % of lot coverage.
 - Note if a fire sprinkler system is installed.
 - Note the square footage of any proposed or rehabilitated landscaping.



- Plan must correctly identify the **current codes**. Provide a statement on the title sheet of the plans that this project shall comply with the:

2016 California Residential Code (CRC)
 2016 California Mechanical Code (CMC)
 2016 California Plumbing Code (CPC)
 2016 California Electrical Code (CEC)
 2016 California Energy Code (CEnC)
 2016 California Green Building Standards Code
 City of Calabasas Amendments

- Plan shall, at a minimum, include an NPDES statement on the site plan: **“The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulates, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.”**
- If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.
- If the project includes over 500 S.F of proposed/rehabilitated landscaping then additional measures are required to show compliance with the current Model Water Efficiency Landscape Ordinance. (MWELo). Please refer to our city’s “MWELo Guidelines” handout for more information.
- Plan must indicate if the existing building is protected by an automatic sprinkler system. Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated **“FIRE SPRINKLERS REQUIRED”** and the proposed fire sprinklers shall be listed as a **deferred submittal**.
- Architectural, Structural and MEP sheets shall all be coordinated. All plan view sheets (i.e. floor plans, roof plans, framing plans, foundation plans, etc.) shall include gridlines to facilitate coordination.

- FLOOR PLAN(S)**

- The floor plan(s) shall include the following: walls, doors, and windows, uses of all rooms, section and detail references, and notes which clearly identify all items shown. Wall thicknesses must be shown with double lines.
- The floor plan(s) shall be fully dimensioned.
 - Minimum room dimensions (R304)
 - Minimum hallway dimensions (R311.6)
 - Toilet, bath, and shower spaces (CPC 402.5, 408.6)
 - Attic access (R807)
- The types and sizes of all windows and doors shall be specified on the plans and scheduled.
 - Light and ventilation requirements (R303)
 - Safety glazing (R308.4)
 - Emergency escape and rescue windows (R310)
 - Window sills, fall protection (R312.2.1, R312.2)
 - Egress door (R311.2)
- Additions: clearly label all new (N) and existing (E) elements.
- Provide a wall legend similar to that shown below:





- WINDOW/DOOR SCHEDULE** ([For template please click here.](#))
 - A window/door schedule shall be provided listing the window sizes, egress components, U Factor, SHGC, glazing and tempered glass requirements.
 - All windows and doors shall meet Fire Zone Requirements. (R337.8)

- ROOF PLAN** (May be combined with plot plan if simple)
 - Provide a roof plan that includes the following: roof lines, pitch, eave overhangs, roofing material and underlayment, drainage, and attic ventilation.
 - Roof materials classification (minimum Class "A") (R902)
 - Roof drainage, flashing (R801.3, R903.4, R903.2)
 - Roof materials and underlayment (R904, R905.1.1)
 - Roof ventilation (R806)
 - Fire Zone Requirements (R337.5, R902.1.1)

- EXTERIOR ELEVATIONS**
 - Provide exterior elevations which include the following: floor and wall heights, finish grade, roof lines and pitch, wall finish materials and underlayment, veneer or trim materials, attic and floor vents, and address number.
 - Exterior wall finishes (R703)
 - Weep screed clearances (R703.7.2.1)
 - Stone and masonry veneer (R703.7)
 - Under floor ventilation and access (R408)
 - Address numbers (R319)
 - Fire Zone Requirements (R337.7. R337.8)

- BUILDING CROSS SECTIONS**
 - Provide building cross sections (at least one cross section in each direction). Show the framing elements, foundation, floor, roof, stair construction, and the insulation envelope. Sections should be shown at locations that clearly depict the unique conditions of the structure and should include detail references.

- EXITING REQUIREMENT**
 - Plans shall demonstrate compliance with the following exiting requirements:
 - Floors and landings at exit doors (R311.3)
 - Vertical egress (R311.4)
 - Stairways (R311.7)
 - Width (R311.7.1)
 - Headroom (R311.7.2)
 - Treads and Risers (R311.7.5)
 - Landings (R311.7.6)
 - Handrails (R311.7.8)
 - Ramps (R311.8)
 - Guard (R312)
 - Height (R312.1.2)
 - Openings (R312.1.3)
 - Loads on guardrails (Table-R301.5)

- GARAGES**
 - Plans shall demonstrate compliance with the following:
 - Fire separation (Table R302.6)
 - Opening limitations and protection (R302.5.1)
 - Floor surface drainage (R309.1)



- ☐ **MECHANICAL, ELECTRICAL & PLUMBING REQUIREMENTS (FOR NEW SFR AND/OR ADDITIONS < 5000 S.F.)**
MEP details may be included on the floor plan or a separate utility plan sheet for review. While not requiring complete single-line drawings, the plan shall include detailing the following:

- A mechanical equipment, electrical equipment and plumbing fixture schedule shall be included.
- Complete and copy the [Mechanical Equipment Schedule](#), [Electrical Equipment Schedule](#) and [Plumbing Fixture Schedule](#) onto the plans.
- Show the locations of the heating, cooling, and ventilating equipment.
- Note on the plans the mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
 - Where the project includes the installation of a new attic FAU, include the requirement of CMC 904.10 on the plans.
- Show and note the kitchen ventilation system (range hood) ducted to the outside air, complying with the 2016 Title 24 and ASHRE 62.2 standards.
- Show and note the bathroom ventilation, ducted to the outside air, complying with the 2016 Title 24 and ASHRAE 62.2 standards.
- Whole house ventilation, when required for additions of 1,000 SF or more and all new construction.
- Show the location of the plumbing fixtures (water closets, lavatories, sinks, clothes washing, etc.) including the water heater.
- Show the Electrical panel location, panel and sub-panels (specify amperage) and load schedules for services less than 200 amps.
- Show the location and/or layout of all receptacles and outlets. (CEC 210.50 – 210.63)
- Detail on the cover sheet any special conditions or requirement notated in the energy analysis i.e. HERS testing, Cool Roof, etc.

- ☐ **MECHANICAL, ELECTRICAL & PLUMBING REQUIREMENTS (FOR NEW SFR AND/OR ADDITIONS > 5000 S.F.)**
In **addition** to all requirements specified above, the following is required for MEP plans for new SFR houses and additions over 5000 S.F.

- Mechanical:
 - Separate mechanical plans are required for submittal.
 - Locations of heating, cooling and ventilating equipment.
 - Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
 - Duct layout showing size, duct gauge (if metal) and register locations.
 - Exact sizes and locations of combustion air openings or ducts should be shown per the 2016 CMC, Chapter 7
 - Show condensate drain location and approved receptor.
 - Provide a supporting system for any (N) mechanical equipment. Provide structural calculations for roof-mounted equipment weighing over 400 pounds.
- Plumbing:
 - Separate plumbing plans are required for submittal.
 - Waste and vent system, Domestic water system, and Condensate system.
- Electrical:
 - Separate electrical plans are required for submittal.
 - Provide power, lighting, circuiting and switching single-line diagram on the plan.
 - Electrical panel schedules and load schedules.
 - Show the location of all receptacles and outlets
 - Indicate circuit designators near outlets and identify the home runs.



ENERGY [CEnC SUBCHAPTER 6]

- Submit the applicable energy documentation (compliance forms) for new conditioned space, lighting (indoor, exterior and signs), mechanical equipment including ductwork.
- The energy compliance forms shall be copied onto the plans.

SMOKE AND CARBON MONOXIDE ALARMS

- Show the locations of the Smoke Alarms as required (R314). + +
 - Location (R314.3)
 - Power Source (R314.6)
 - Interconnection (R314.4)
 - Existing dwellings (R314.8)
- Show the locations of the Carbon Monoxide Alarms as required (R315)
 - Location (R315.3)
 - Power source (R315.5)
 - Interconnection (R315.7)
 - Existing dwellings (R315.2.1)

SB-407 CERTIFICATE OF COMPLIANCE (For Additions and/or Alterations)

- Senate Bill 407 requires the retrofit of all existing plumbing fixtures installed in structures constructed prior to January 1, 1994 to meet the following requirements:
 - Toilets/water closets \leq 1.6 gpf
 - Urinals \leq 1.0 gpf
 - Showerheads \leq 2.5 gpm
 - Interior faucets \leq 2.2 gpm
- Projects that must comply shall place a note on the plans: **"SB-407 Certificate of Compliance is required prior to final inspection."**

FIRE-RESISTANT CONSTRUCTION: Where fire-resistance-rated exterior walls are required, provide wall assembly details on the plans. Include the assembly listing number and specify all materials and connections.

- Enclosed accessible spaces under stairs shall be protected with ½ inch gypsum board. (R302.7)

FIRE HAZARD CONSTRUCTION: The entire City of Calabasas is in the Very High Fire Hazard Severity Zone; thus new homes and additions/alterations shall comply with Section R337.

FIREPLACES AND CHIMNEYS: Plans shall demonstrate compliance with the following requirements for fireplaces and chimneys:

- Masonry fireplaces and chimneys (R1001, R1003)
- Masonry heaters (R1002)
- Factory-built fireplaces and chimneys (R1004, R1005)
- Exterior air supply (R1006)

*****Soils and/or Geology Reports may be required. Please refer to the city's Soils Report Policy for more information.*****