

**PLAN INFORMATION**

Residential accessory dwelling unit (ADU) 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 (2) 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.

This document shall be used as a general guide for submittal requirements. Additional information and details may be required at time of submittal and during the plan check/ permitting process. For electronic submittals, please refer to the city Electronic Plan Review Form. Project specific plan requirements are assessed on a case by case basis.

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

GENERAL REQUIREMENTS – ALL PLANS

- 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's scope of work must match the Application description. List all new work and include square footages of all the areas for 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. Newly constructed detached ADU's require Solar PV systems as a deferred submittal, Solar PV approval and installation shall occur prior to project final 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:
 - 2022 California Building Code (CBC)
 - 2022 California Residential Code (CRC)
 - 2022 California Existing Building Code (CEBC)
 - 2022 California Mechanical Code (CMC)
 - 2022 California Plumbing Code (CPC)
 - 2022 California Electrical Code (CEC)
 - 2022 California Energy Code (CEnC)
 - 2022 California Fire Code (CFC)
 - 2022 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 MWELO website for more information. <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>

- ❑ 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:





MECHANICAL, ELECTRICAL & PLUMBING REQUIREMENTS (MEP)

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.
- Due to electric ready appliance requirements, newly constructed ADU's shall provide a panel schedules and electric load calculations in accordance with CEC Ch 2 Part 3 for the newly constructed detached ADU and the existing main residence.
- 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.
- Kitchen local exhaust ventilation requires a minimum exhaust per CEnC T-150.0-G. This includes a maximum sound rating of 3 sone @ 100cfm ASHRAE 62.2 Section 7.1. Exhaust must outlet outside the dwelling. [CEnC 150.0 (O)]

TABLE 150.0-G

DWELLING UNIT FLOOR AREA (ft ²)	ELECTRIC RANGE	NATURAL GAS RANGE
>1500	110 CFM	180 CFM
>1000-1500	110 CFM	250 CFM
750-1000	130 CFM	280 CFM
<750	160 CFM	280 CFM

- Kitchen range hood requires HERS verification of minimum ventilation airflow per ASHRAE 62.2.
- Minimum 30" vertical clearance to combustibles from cook top surface. [CMC 920.3.2]
- Show and note the bathroom ventilation, ducted to the outside air, complying with the 2019 Title 24 and ASHRAE 62.2.
- 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).
- Show the location and/or layout of all receptacles and outlets. (CEC 210.50—210.63)
- All kitchen countertop outlets shall be GFCI protected. [CEC 210.8(A)(6)]
- Receptacles shall be listed as tamper resistant.
- 12" or wider countertops require an outlet. [CEC 210.52(C)]
- Outlets are required within 24" of any location along the countertop. [CEC 210.52(C)(1)]
- Kitchen outlets positioned a maximum 20" above countertop. [CEC 210.52(C)(3)(3)]
- The electrical outlet requirements include islands, peninsulas, kitchen desktops, wet bars, and serving bars that are 24" by 12" or larger. A large window across the back of a sink or lack of a backsplash does not exempt the countertop from the outlet requirements. These outlets may be in a drop front cabinet face, under cabinet plug strip, pop up or tombstone-type receptacle. [CEC 210.52(C)(2),(3)]
- Two or more 20 amp small appliance branch circuits are required for kitchens. Circuits shall be balanced and have no other outlets. [(CEC 210.11(C)(1)), (CEC 210.52(B)(1),(2))]
- Individual dedicated circuits are required for all major appliances. [210.11(C)(1) & 422.10(A)]
- Garbage disposal cord and plug connected 18" to 36" long. [CEC 422.16(B)(1)(1)]
- Dishwasher cord 36" to 78" long. Non-metallic sheathed cable ('Romex") installed with a plug is not an approved flexible cord. [CEC 422.16(B)(2)(2)]
- Minimum 15 amp circuit for the dishwasher and a 15 amp circuit for the disposal [CEC 210.23(A)]
- If using a split outlet (two circuits on the same yoke or mounting strap) for dishwasher/disposal, provide a listed handle tie at the two circuit breakers at the panel. [CEC 210.7]
- All installed luminaires shall be high-efficacy. [CEnC 150.0(K)1.A]
- Provide maximum 6-ft- long listed gas flexible connector and shut off to freestanding range. [CPC 1212.4.1]
- A listed air gap is required for the dishwasher drain. [CPC 807.3]
- The maximum flow rate of kitchen faucets shall not exceed 1.8 gallons per minute at 60 psi. [CPC 420.2.1]
- Detail on the cover sheet any special conditions or requirement notated in the energy analysis i.e. HERS testing, Cool Roof, etc.

**□ ENERGY [CEnC SUBCHAPTER 9]**

- 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.
 - Informational energy requirements for residential **ADU's**.
 - https://energycodeace.com/download/91865/file_path/fieldList/FactSheet.SF.ADU.2022.pdf
- Cover sheet of plans shall list any required special features / HERS requirements.
 - Typical HERS verifications may include HVAC ducts, appliance/exhaust ducts, refrigerant, and insulation for new construction and additions over 700 SF (QII).
- Each electric ready item below requires a dedicated and labeled breaker space in the panel.
- **Heat pump water heater ready.** Systems using gas or propane water heaters to serve newly constructed dwelling units shall include the following [CEnC (150.0)(n)]:
 - Water heaters must be installed in or adjacent to a space large enough to accommodate a heat pump water heater (2.5' x 2.5' x 7').
 - If the future installation space is within 3 ft of the water heater, it requires a dedicated 125-volt/20-amp outlet with 120/240-volt 3 conductor branch circuit.
 - If the future installation space is more than 3 ft from the water heater, it requires a 240-volt/30-amp electrical feed.
- **Energy storage systems (ESS) ready.** All new single-family dwellings shall meet the following. All electrical components shall be installed in accordance with the California Electrical Code [CEnC (150.0)(s)]:
 - At least one of the following shall be provided:
 - 1) ESS ready interconnection equipment with a minimum backed-up capacity of 60 amps and a minimum of four ESS-supplied branch circuits, or
 - 2) A dedicated raceway from the main service to a panelboard (subpanel) that supplies the branch circuits in Section 150.0(s)(2). All branch circuits are permitted to be supplied by the main service panel prior to the installation of an ESS. The trade size of the raceway shall be not less than 1 inch. The panelboard that supplies the branch circuits (subpanel) must be labeled "Subpanel shall include all backed-up load circuits.
 - A minimum of four branch circuits shall be identified and have their source of supply collocated at a single panelboard suitable to be supplied by the ESS. At least one circuit shall supply the refrigerator, one lighting circuits shall be located near the primary egress and at least one circuit shall supply a sleeping room receptable outlet.
 - The main panelboard shall have a minimum busbar rating of 225 amps. For newly built detached ADU's, the main panel at the existing residence will need to be upgraded to 225 amps minimum.
 - Sufficient space shall be reserved to allow future installation of a system isolation equipment/transfer switch within 3 feet of the main panelboard. Raceways shall be installed between the panelboard and the system isolation equipment/transfer switch location to allow the connection of backup power source.
- **Heat pump space heater ready.** Systems using gas or propane furnace to serve newly constructed dwelling units shall include the following [CEnC (150.0)(t)]:
 - A dedicated 240 volt branch circuit wiring shall be installed within 3 feet from the furnace and accessible to the furnace with no obstructions. The branch circuit conductors shall be rated at 30 amps minimum. The blank cover shall be identified as "240V ready." All electrical components shall be installed in accordance with the California Electrical Code.
 - The main electrical service panel shall have a reserved space to allow for the installation of a double pole circuit breaker for a future heat pump space heater installation. The reserved space shall be permanently marked as "For Future 240V use."
- **Electric cooktop ready.** Systems using gas or propane cooktop to serve newly constructed dwelling units shall include the following [CEnC (150.0)(u)]:
 - A dedicated 240 volt branch circuit wiring shall be installed within 3 feet from the cooktop and accessible to the cooktop with no obstructions. The branch circuit conductors shall be rated at 50 amps minimum. The blank cover shall be identified as "240V ready." All electrical components shall be in accordance with the California Electric Code.
 - The main electrical service panel shall have a reserved space to allow for the installation of a double pole circuit breaker for a future electric cooktop installation. The reserved space shall be permanently marked as "For Future 240V use."
- **Electric clothes dryer ready.** Clothes dryer locations with gas or propane plumbing to serve newly constructed dwelling units shall include the following [CEnC (150.0)(v)]:
 - A dedicated 240 volt branch circuit wiring shall be installed within 3 feet from the clothes dryer location and accessible to the clothes dryer location with no obstructions. The branch circuit conductors shall be rated at 30 amps minimum. The blank cover shall be identified as "240V ready." All electrical components shall be installed in accordance with the California Electrical Code.
 - The main electrical service panel shall have a reserved space to allow for the installation of a double pole circuit breaker for a future electric clothes dryer installation. The reserved space shall be permanently marked as "For future 240V use."

**☐ 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 (R315.6)
 - Interconnection (R315.5)
 - 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 ≤ 1.6 gpf
 - Urinals ≤ 1.0 gpf
 - Showerheads ≤ 2.5 gpm
 - Interior faucets ≤ 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."**

EXTERIOR WORK – Conditional to project scope**☐ 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)

□ **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)

STRUCTURAL DETAIL – Conditional to project scope

□ **STRUCTURAL PLANS:** Are required for proposed detached accessory dwelling units or any additions and/or structural modifications to existing structures.

- Each sheet of structural plans shall include the following:
 - North arrow, gridlines, plan sheet title and scale
 - A cover sheet with all applicable design parameters, statements of special inspection, structural observation notes, symbol legend, shear wall schedules, construction notes, and etc.
 - Shall also include the foundation plans, floor framing plans, roof framing plans and all related detail sheets.
 - All details shall be cross referenced to the plans.
 - If using a geotechnical report, all foundation plans and related details shall be reviewed, stamped, signed and approved by the licensed Geotechnical engineer responsible for preparing the geotechnical report.

GEOTECHNICAL REQUIREMENTS – Conditional to project scope

□ **GEOTECHNICAL REPORT:** Expansive soils, soils containing sulfates, and generally adverse subsurface geotechnical conditions are known to exist throughout the City of Calabasas. Expansive soil is assumed and the minimum presumptive load bearing value can be found in our Geotechnical Investigations and Reporting handout, along with a more detailed list of projects that require a soils report.

- Common projects that require a soils or geology report:
 - Newly constructed detached ADU's
 - Ground level addition over 400sqft or 12ft in height
 - Second floor level addition not within footprint of existing foundation system
 - Foundation system not using or conforming to the handout values.
 - Deep foundations or pre-stressed slab foundation systems.
 - Grading plans
 - Room additions > 400sqft OR beyond previously graded areas

Note: The above listed projects may use the information from an existing soils report for the subject property, previously done within one year.

*** Please refer to the city's [Soils Report Policy](#) for more information***