

**PLAN INFORMATION**

This document outlines the minimum building plan submittal requirements for residential construction project applications submitted for review. When the minimum required documentation and project information is incorporated into the plans as indicated below, the submittal review process can be completed and the formal plan review will begin.

Building and Safety accepts applications, plans, and design documents in PDF formats for all submittals. Permits and approved plans will be issued electronically for the applicant to print and have hard copies available at the job site. Please refer to the [Electronic Plan Review Form](#) for detailed information specific to file submittal requirements.

The plans may be produced (drawn) by a licensed Architect or Engineer, the Property Owner/Builder, Design Consultant, licensed Contractor or other qualified person as allowed by the California Business and Professions Code. 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 a 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 proposed work and square footages of all the areas of 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 the 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 Residential Code (CRC)
 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 Existing Building Code (CEBC)
 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:





- ❑ **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)
 - Guards (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)

- ❑ **AGING-IN-PLACE DESIGN AND FALL PREVENTION**
 - New dwellings shall demonstrate compliance on plans with the following:
 - At least one bathroom on the entry level shall provide reinforcement for grab bars. (R327.1.1)
 - Electrical receptacle outlets, switches, and controls intended to be used by occupants shall be located no more than 48-in. measured from the top of the outlet box and not less than 15-in. measured from the bottom of the outlet box above the finish floor. (R327.1.2)
 - At least one bathroom and one bedroom on the entry level shall provide a doorway with a net clear opening of not less than 32-in. (R327.1.3)
 - Where installed, at least one doorbell button shall not exceed 48-in above exterior floor or landing. (R327.1.4)



❑ **MECHANICAL, ELECTRICAL & PLUMBING REQUIREMENTS (MEP) (FOR NEW SFR AND/OR ADDITIONS < 5000 S.F.)** MEP details may be included on the architectural plans or separate MEP sheets for review. Plans shall detail 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.
- 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. [CMC 405.4.1] [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. [CEnC 150.0 (O)]
- Show and note the bathroom ventilation, ducted to the outside air, complying with the 2022 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 (225 A min), panel and sub-panels (specify amperage).
- Electric load calculations/panel schedule is per CEC 220 is required for all new dwellings to verify compliance with electric ready requirements per CEnC 150.0.
- 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 2022 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.
 - Drain, waste and vent system, domestic water system, gas piping, and condensate system.
 - Provide riser diagrams for each system above with units labeled (DFU, FU, BTU, etc.) and fixtures shown.
- 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. Please see <https://energycodeace.com/> for additional information regarding required forms.
- The energy compliance forms shall be copied onto the plans.
- Specify on the cover sheet the size of the solar system required to be provided per CEnC 150.1-C.
- 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).
- Cover sheet of plans shall list any required special features / HERS requirements.
- **Energy storage systems (ESS) ready.** All new single-family dwellings and new detached ADU's 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 receptacle outlet.
 - The main panelboard shall have a minimum busbar rating of 225 amps.
 - 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 new single-family dwellings and new detached ADU's 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 new single-family dwellings and new detached ADU's 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 new single-family dwellings and new detached ADU's 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 \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.