



CITY OF HEALDSBURG
Planning and Building Department
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Residential Plan Submittal Requirements

Welcome to the Healdsburg Building Division. We are providing this handout to assist you in preparing your submittal for building permit plan review. “Section A” below lists the minimum information required for most plan submittals. Additional plan information that may be needed is listed in “Section B”. The scope of your project should be reviewed with an inspector and the appropriate items will be marked. To initiate the plan review process, construction documents must be submitted and applicant’s information recorded. Based on the project valuation, a plan review fee will be collected at the time of submittal.

THREE (3) SETS OF PLANS MINIMUM are required to be submitted with applications for building permit. Additional plan sets are required for concurrent permit application review as noted below:

	Building Division	County Assessor	Planning Division	DPW	Electric Dept	Fire Prev	Geotech Engineer	Geologic Engineer	Total
Architectural EMPs Structural Site plan	1	1	1	1		1			5

You need only provide two (2) copies of structural calculation, energy calculations, and Cal green worksheet. If Geotechnical and Geologic peer review is necessary additional copies of the reports are required.

Section A:

- Minimum paper size is 11” X 17” for minor interior remodel projects, 18” x 24” minimum for other plan submittals and maximum size 30” X 42”.
- ALL PLAN SHEETS MUST BE UNIFORM IN SIZE and printed on substantial paper.
- Plans must be of sufficient clarity to indicate the location, nature, and extent of work.
- Plans must show in detail conformance with the provisions of the California Code of Regulations, relevant laws, and City of Healdsburg ordinances.
- Standard architectural symbols must be used.
- Coordinate lines are required on both the architectural and structural plans.
- Truss calculations and Fire Sprinkler plans may be deferred submittals when clearly referenced on the plan’s title page.

1. **TITLE BLOCK:** all plan sheets shall include such information as owner's name, plan preparer's name and phone number/email address, project address. The plan preparer must sign each plan sheet.
2. **TITLE PAGE:** This includes; complete project description, type of construction, occupancy group, applicable code editions, sheet index, symbol index, general notes, Planning Division conditions of approval, and other relevant information.
3. **PLOT PLAN:** Fully dimensioned, showing property line, streets, driveways, setbacks and locations of all structures and easements and any off street parking. A survey might be required if the proposed work is close to the setbacks, or existing property lines are not apparent.
4. **FLOOR PLANS:** Show the size and intended use of all rooms, show type, sizes and location of all: doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting, and smoke/CO alarms. For additions and alterations show an existing floor plan and all rooms adjoining the addition shall be fully dimensioned.
5. **STRUCTURAL DETAILS AND SECTIONS:** Clearly showing construction materials, sizes and attachments. If standard plan is used such as manufacturer's installation instructions, include copies of that plan, instructions and report. A standard plan may not be modified.
6. **EXTERIOR ELEVATIONS:** Indicating general appearance, window, doors, finishes, roof covering, finished grade, etc.
7. **GENERAL:** Detail any special features, such as; stairway construction, attic ventilation, guardrails, fireplaces, balconies, bay windows, post and beam, trusses, etc. Provide notes for any specification which cannot be detailed (include "General Notes").

SECTION B (*other items that may be required*):

- GEOTECHNICAL ENGINEER REPORT:** Geotechnical Engineer is also required to provide a letter confirming that the project's design is in compliance with the soils report.
- ENGINEERING GEOLOGY REPORT** when the project is in an area identified as being geologically unstable.
- EROSION AND SEDIMENT CONTROL PLAN**
- FOUNDATION PLAN**
- ROOF PLAN:** Show roof pitch, roofing materials (WUI requirements), roof top appurtenances such as chimney, skylights, solar P.V., etc.
- TRUSS CALCS:** Must be from a truss manufacturer. The project design professional is to provide a letter confirming calc review and must detail the truss attachment to the structure.
- FRAMING PLAN**

- WALL CONSTRUCTION: Provide details and describe materials use, note floor / ceiling attachments, finishes and wall insulation.
- STAIR HANDRAIL, AND GUARDRAIL DETAILS
- PLUMBING PLAN: DWV single line schematic for systems such as island venting, combination waste vent, horizontal and vertical wet venting. Gas pipe sizing single line schematic and calculations.
- ELECTRICAL PLAN: Location of electrical outlets, switches and lighting, and smoke/CO alarms, main service panel and subpanels – label amperes.
- MECHANICAL PLAN: System locations, distribution and HVAC specs.
- STRUCTURAL CALCULATIONS: Wet stamped by the engineer.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.
- ENERGY DOCUMENTATION: State Building Energy Efficiency Standards.
- GREEN BUILDING: Cal Green Building Standards including City of Healdsburg amendments.
- FIRE SPRINKLER PLANS: To include hydraulic calcs and fire alarms when required.
- ICC REPORTS: On material, equipment, or installation requirements.