



# CITY OF SANTA CLARITA BUILDING & SAFETY

## *POLICY B 106-1*

### RESIDENTIAL PLAN REQUIREMENTS FOR ISSUANCE OF BUILDING PERMITS

**Reference:** *California Building Code Section 105.3*

In order for Building and Safety to provide an expeditious review of your plans, only complete plans will be accepted for review. It is recommended that a design professional (architect or engineer) be used in the preparation of plans. Residential projects complying with conventional wood frame construction provisions, by law, are not required to be prepared by a licensed professional. However, it is highly recommended that a qualified person familiar with the latest building codes and construction practices prepare plans for such projects.

The following information IS REQUIRED for submittal with the building permit application for residential projects such as new homes or additions.

- A. **A PLOT PLAN** showing the lot size, adjacent streets, easements, proposed building location, setbacks from property lines, other structures on site, slopes & site drainage, north arrow, and sewer or septic system location where applicable. Scale: 1"=20' min.
- B. **A FOUNDATION PLAN** with complete dimensions, showing footing locations, slab and footing reinforcement, anchor bolt and hold-down schedule, section & detail references, and other pertinent information. Scale: 1/4"=1'-0"
- C. **A FLOOR PLAN** with complete dimensions, showing walls, partitions, doors, windows, uses of all rooms, section and detail references, and other pertinent information which clearly identifies all items shown. Wall thickness must be shown with double lines. Floor plans should also include electrical outlets, fixtures, and switch locations. Where applicable, distinguish between new and existing construction. Provide a legend for clarity. Scale: 1/4"=1'-0"
- D. **A ROOF PLAN** showing all ridge, valley, and hip lines, the roof drainage pattern, roof pitch, eave overhangs, roof covering material with specifications and fire class rating, underlayment, flashing, and roof sheathing and nailing specifications. Scale: 1/4"=1'-0"
- E. **FRAMING PLANS** showing floor joists, ceiling joists, roof rafters or trusses, any structural hips or valleys, support beams, headers and posts, shear wall locations and schedule, all framing hardware including hold-downs, straps, and other connection hardware, section and detail references, floor sheathing, nailing schedules, attic access locations, attic furnaces and other required structural information. Scale: 1/4"=1'-0"

- F. **BUILDING CROSS SECTIONS** showing the framing elements, the foundation, floor, roof, and stair construction, and the insulation envelop. Sections should be shown at locations that clearly depict the unique conditions of the structure and should include detail references.  
Scale: 1/4"=1'-0"
- G. **EXTERIOR ELEVATIONS** showing floor and plate heights, finish grade, roof lines and pitch, fascia and eave overhangs, windows, doors, attic and floor vents, veneer or trim materials, and notes clearly specifying all exterior building materials. Scale: 1/4"=1'-0"
- H. **DETAILS** showing the construction of footings, walls, ceilings and roofs, including reinforcing, connection hardware, complete lateral load path details, and any unique structural or architectural feature requiring additional clarification. All details should be labeled and cross-referenced.
- I. **GENERAL NOTES** including security notes, material specifications, plumbing, mechanical, and electrical specifications, energy compliance documentation, reference to the 2001 California Building Codes with City of Santa Clarita Amendments, reference to soils and geology reports where required, and other relevant information.

## **DRAWING FORMAT**

All drawings should be on standard 24" x 36" paper where appropriate but in no case smaller than 11" x 17". Plans must be of sufficient clarity to indicate the nature and extent of the work proposed. Plans also must show that the proposed construction will conform to the provisions of the code and all relevant City and State laws, ordinances, and regulations. California State law requires that any person who prepares plans for others shall include their name and address on the plans and shall sign such plans, and if licensed, shall also "wet stamp" those plans.

### Additional requirements

- **ENGINEERING** - Structural engineering calculations are required for all new single-family homes, additions over one story in height, and for any project which deviates from conventional construction as defined in the International Building Code. Calculations must be prepared by an architect or engineer licensed by the State of California. All drawings and calculations must be signed and "wet stamped" by the architect or engineer of record. If pre-manufactured trusses are used, calculations and truss layout must be submitted with the plans for review.
- **ENERGY CONSERVATION COMPLIANCE** - The State of California mandates that new residences and additions meet minimum energy conservation standards. Compliance with the State standards can be obtained by a calculated analysis or by following a package of State approved guidelines. In both cases the compliance method that is utilized must be identified on the plans and all applicable energy conservation features incorporated into the drawings. It may be advisable to consult with a professional in preparing the State required documentation. Any energy compliance calculations must be submitted with the plans for review.

- **GEOTECHNICAL REPORTS** - Soils and/or geology reports are required for all new single-family homes, additions over one-thousand square feet, any construction where the work will exceed 50% of the building value, and for new accessory structures. In addition, a report will be required in certain areas in the City known to have geologic conditions that would warrant a geological investigation. Final drawings must be signed and “wet stamped” by the soils engineer and/or geologist.
- **AGENCY APPROVALS** - Approvals from various agencies including the Planning Department are required for most residential projects within the City of Santa Clarita. It is the responsibility of the owner or applicant to obtain any such approvals with appropriate stamps on the plans prior to the issuance of a building permit. A list of these agencies is available from Building & Safety.
- **CITY FIRE HAZARD ZONE** - Any property located within 1,000 feet of a natural brush hillside area will be required to comply with the City’s Fire Hazard Zone Ordinance. A copy of the specific requirements is available from the Building & Safety Division.
- **MULTI-FAMILY RESIDENTIAL** - Contact Building & Safety for additional requirements for all multi-family projects within the City of Santa Clarita.