

# City of Tulare

## Multi Family Plan Submittal Check list

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1. A minimum of two (2) sets of complete plans shall be submitted (jurisdiction may require additional sets).
2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies fully dimensioned and drawn to scale (a minimum 1/8" scale, 1/4" recommended) on sheets which are 18" x 24" Min. (24" x 36" recommended). Superfluous general notes and details which do not apply to the proposed construction project shall not be included on the plans.
4. All plans submitted must be signed by the person responsible for their preparation. When required, plans must be wet stamped and signed by an licensed architect or engineer registered in the state of California.
5. A fully dimensioned **SITE PLAN** which contains the following information is required:
  - Project address
  - Name, address, and telephone number of the owner and the person responsible for the preparation of the plans.
  - All easements and restricted area, with dimensions.
  - Landscaping, floor area ratio, and lot coverage tabulations in both square feet and as a percent (%) of the lot.
  - North arrow.
  - All structure-to-property line setback dimensions (existing and proposed).
  - Location of all property lines.
  - Dimensions of all architectural projections (mansards, marquees, bay windows, signs, cornices, balconies, awnings, eaves, ect.).
  - Street name(s) for all adjacent streets, and street center lines.
  - Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces.
  - Grade elevation at property line corners, at driveways, and at garage floor.
  - Show all proposed and existing utility meters, public sewer connections systems.
  - Location and dimensions of all walks, driveways and hardscape.
6. A **DRAINAGE PLAN**, when required, shall include the following information and details:
  - Site drainage patterns
  - Drainage devices, such as catch basins, area drains, and sump pumps
7. **GENERAL NOTES** shall be included on the plans to address all construction requirements. The general notes shall include information which addresses the following:
  - Applicable codes.
  - Occupancy classification, and use
  - Construction Type
  - If fire sprinklers are to be provided
  - Assessor's Parcel Number
  - Lot area
  - Building height
  - Description of work
8. **SEPARATE PERMITS** may be required of any of the following:
  - Site improvements such as Pools and Spas
  - Retaining walls (other than walls which are part of the building)
  - Fences
  - Grading
  - Demolition
9. Fully dimensioned **FLOOR PLANS** are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimensions and type of doors and windows. The floor plans shall identify all existing and new construction.
10. Fully dimensioned details indicating compliance with **DISABLED ACCESS** requirements, including (not required for privately funded single family dwellings and duplexes):
  - Disabled unit(s) and disabled adaptable unit(s)
  - Disabled parking spaces
  - Path of travel from disabled parking spaces to building entrance

- Building entrance and path of travel within the building
  - Disabled access to facilities within the building, including restrooms, telephone, drinking fountains, and counters.
11. Dimensioned **STRUCTURAL PLANS** shall be provided for each floor plan and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for:
    - All critical connections
    - All construction assemblies
    - Size, location and embedment depth of all anchor bolts, including bolts required for hold-down devices.
    - Concrete reinforcement details, including the size, spacing, location and number of reinforcing bars
    - All laterals force-resisting elements, including shear wall schedules, diaphragm construction specifications, and construction details for steel frame elements.
    - For prefabricated trusses, plans must indicate type of truss and connection details at time of submittal.
  12. Complete **STRUCTURAL CALCULATIONS** shall be provided to substantiate the structural plans if deviating from the conventional construction provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
  13. Fully dimensioned **EXTERIOR ELEVATION** drawings shall be provided that show existing and finished grade lines. Show wall and roof finish material, and location of all openings. The elevation drawings shall identify the building height at all critical locations.
  14. Fully dimensioned **SECTION** drawings shall be provided through the building at all significant locations. At least two sections shall be in orthogonal directions.
  15. **ELECTRICAL** drawing must include the location of the service panel and its rated ampacity (i.e. – 125 AMP, 200 AMP, ect.) Show all outlets, switches, light fixtures and smoke detectors. Label any 220-Volt outlets. Label all required GFCI (Ground Fault Interrupter Circuit) outlets. Low voltage wiring and components such as phone jacks, TV's, and security systems maybe be omitted.
  16. **MECHANICAL** drawing must show equipment schedule identifying the manufacturer's name, model number, and capacity, ect. Indicate equipment location (Attic, roof mount or floor furnace). Provide duct layout showing size, duct gauge (if metal) and grill (register) locations. Show access to all equipment (attic access, ladder and catwalks). Show clothes dryer exhaust duct (provide an approved variance allowing to exceed 14 feet for the dry vent, if applicable).
  17. A complete and dimensioned **LANDSCAPE AND IRRIGATION** plan, prepared by an individual licensed in the state of California to prepare and stamp such a plan, may be required for all new construction and most other projects which will revise existing parking and/or landscaping.
  18. Verify energy conservation compliance. Energy conservation calculations shall be provided for computer method.
  19. The type of soil and bearing value shall be indicated on the plans. Where expansive soils exist, refer to local jurisdiction requirements. A **SOILS/GEOTECHNICAL REPORT** may be required by the local jurisdiction.
  20. If a new, relocated or upgraded **ELECTRIC SERVICE** is required, applicants must contact the local utility company for approval of meter location and the available short circuit current information.