

# City of Tulare

## Residential Plan Submittal Requirements

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### General Requirements:

- ❑ The minimum paper size is 18" x 24", maximum paper size is 36" x 42".
- ❑ Plans must be complete, accurate, and drawn to scale.
- ❑ Provide two sets of plans with numbered pages and a sheet index.
- ❑ Provide one copy of soils report and one copy of calculations (new construction or when applicable).
- ❑ Show compliance with State Title 24 Energy Conservation requirements (new habitable structures additions and existing conversion of unconditioned space to condition space).
- ❑ Provide two sets of structural calculations stamped and signed by a California Licensed Engineer (If applicable).
- ❑ Provide two sets of Engineered truss calculations stamped and signed by a California Licensed Engineer (If applicable).
- ❑ Application must be filled out completely and signed by applicant (owners signature may be required).
- ❑ The site plan must show the following:
  - ❖ All property lines, easements, existing lot drainage, and proposed lot drainage
  - ❖ Existing structures with distances in between and from property lines (include patio covers, decks, trellises, sheds, pools, ect.)
  - ❖ Location of all proposed work, showing distances from property lines and other structures on the parcel
  - ❖ Height and location of all fences, walls, screens, and over 42" tall
  - ❖ All driveways, paved areas, and required parking spaces
  - ❖ Show North arrow on site plan and vicinity map
  - ❖ Relative property elevations, finish floor elevations, and top of curb elevation

### Information required on plans:

- ❑ The first sheet of the plans must contain the following:
  - ❖ Name, address, and phone number of owner, engineer, architect, or designer as appropriate
  - ❖ Address of proposed project with assessors parcel number and land use zone
  - ❖ A complete site plan (as described above) and project vicinity map
  - ❖ Project data to include size of lot, size of existing building, size of additional and/or remodel
  - ❖ A complete description of the scope of work
- ❑ **Foundation** design showing section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings.
- ❑ **Floor plan** showing all walls, doors, windows, cabinets, counters, minimum required electrical outlets and circuits, switches, lights, smoke detectors,

- mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms and clearly distinguish between proposed and existing areas. (If applicable)
- ❑ **Framing plan** showing all structural elements including wall framing, floor and roof framing, post, beams, headers, shear walls, sheer transfer details, lumber species and grade, hangers, connectors, and engineered truss design (if applicable)
  - ❑ **Cross section** if building showing all interior and exterior finishes, insulation type and value, sheathing, roofing material, stairs, handrails & guardrail dimensions, and interior ceiling heights.
  - ❑ **Elevation** drawing from each side of the building or addition. Show building height, roof pitch, exterior wall and roof covering materials, exterior landings, and surrounding grade.
  - ❑ **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.
  - ❑ **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).
  - ❑ **Architectural and Structural Details**
  - ❑ Any other work to be included as part of this project not previously mentioned.

# Building & Safety Division

## Minimum Plan Check Submittal Checklist

Permit Center Staff will review this checklist prior to plan check submittal to ensure compliance.

Project Name: \_\_\_\_\_ PC # \_\_\_\_\_

Project Address: \_\_\_\_\_

Residential: New    Addition/Alteration    Commercial: New/Addition    TI

	Documents	Check If Provided	Filled by Staff		
			Required	Provided	
General	Completed Building Permit Application Form		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Detailed Cost Estimate to Establish Valuation (for additions and alterations)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Means and Methods Plan (For Tenant Occupied Residential Units)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supporting Documents	Structural Calculations		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Soils Report (For additions greater than 750 SF and all projects located in Geohazard zones)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Title 24 report		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Sound Attenuation Report (for multifamily projects in noise critical zones)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plans	Detailed Statement of Scope of Work on Cover Sheet		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Project Data (Type of Const., Occupancy Group, sq. ft., ect.)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plot Plan/Site (including setbacks dimensions, location of driveways and trees, ect.)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Tree Protection Plan (for Private and Public Trees)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	General and Fire Life Safety Notes		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Floor Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cross Sections/details		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Elevation		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Roof Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Disabled Accessibility Details (for Commercial and new multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Energy Forms		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Foundation Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Excavation and Shoring Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Structural Framing Plans		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Structural Details		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Plumbing Plans (for Commercial and new multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mechanical Plans (for Commercial and new multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical Plans (for Commercial and new multifamily projects)		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

Applicant Name (Print) \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_