

SAN ANSELMO BUILDING DEPARTMENT WHAT DRAWINGS MUST INCLUDE

COVER SHEET (first sheet) MUST INCLUDE:

- Clear and concise description of the work proposed.
- If drawings are not numbered sequentially, provide a full list of all drawings.
- If more than one consultant, include a list with their responsibility, name, address and phone number.
- Identify the Building Code Occupancy Group (R3, U, B, M, etc.)
- Provide the structural design information required by CBC 1603: floor & roof live loads; basic wind speed & exposure; earthquake design data including seismic design category.
- For every project involving a new building or structure, or a portion of a building which changes occupancy classification, the following information must be included:
 1. The address of the project.
 2. The name and address of the owner.
 3. A description of that portion of the building or structure for which the certificate is to be issued.
 4. The edition of the code under which the permit was issued.
 5. The use and occupancy as defined in CBC Chapter 3.
 6. The type of construction as defined CBC Chapter 6.
 7. The design occupant load as calculated from CBC Table 1004.1.1.
 8. Whether an automatic sprinkler system is provided.
 9. Any special provisions required by the town.

SITE PLAN MUST INCLUDE: (scale: 1" = 10ft. or 1/8" = 1ft.)

- Outline of lot showing length and direction of all property lines.
- Show all buildings, fences, retaining walls, walkways, and driveways. Indicate clearly the distances from any structure to the property lines. Show all structures presently on the site and those proposed.
- Indicate paving material for the driveway.
- A north arrow.
- The edge of street pavement and name of any abutting street. Indicate if a curb and/or sidewalk exists.
- Site drainage.
- Show contour lines for lots steeper than 15% grade.

ARCHITECTURAL DRAWINGS MUST INCLUDE:

(scale: plan views 1/4" = 1ft.; elevations & sections 1/4" = 1ft. or 1/2" = 1ft.; details 1/2" = 1ft. min.)

- Floor plans with labels identifying use of each room. Provide an existing floor plan, a demolition plan and a separate floor plan of the proposed layout. If only a portion of the house is to be remodeled, label all adjacent and surrounding rooms. Clarify the scope by indicating "no work" in any room where no work is to be performed.

- If the project is proposed as conventional light-framed construction, Identify and describe braced walls for all stories. Show the building is single-story or two-story with the cripple wall less than 14”.
- Appropriate elevations of exterior walls. Identify wall covering material and installation criteria.
- Cross-sections through every room where work is proposed. Ceiling height of rooms should be indicated on the plans.
- Fireplace and chimney dimensions and details for site-built fireplaces. Provide I.C.C. research approval numbers for premanufactured fireplaces and wood burning stoves.
- Handrail and guard (guardrail) details including size of openings and height.
- Location of gas and electrical meter and main and subpanels.
- Lights, switches, outlets and smoke detector locations. Indicate type of lights (incandescent or florescent). If not florescent, indicate the type of switch required by the energy code.
- All plumbing fixtures, including water heater location.
- Heating equipment, location, seasonal efficiency rating (AFUE), BTU output and type of fuel.
- Exterior and interior wall finishes.
- Identify sheetrock that is to be installed or replaced. Provide installation instructions including nail or screw spacing.
- Roofing material and underlayment. Include nail size and spacing.
- Indicate all insulation and R-value.
- Reproduce Title 24 energy summary sheets CF-1R and MF-1R onto the plans full size. Include Form WS-5R if kitchen lighting is altered. If commercial, include the envelope (ENV), lighting (LTG) and mechanical (MECH) reports. (forms may be obtained at: <http://www.energy.ca.gov>)
- A note requiring a contractor letter of responsibility. (CBC 1706)

STRUCTURAL DRAWINGS MUST INCLUDE:

(scale: plan views $\frac{1}{4}$ " = 1ft.; elevations & sections $\frac{1}{4}$ " = 1ft. or $\frac{1}{2}$ " = 1ft.; details $\frac{1}{2}$ " = 1ft. min.)

- Foundation plans, floor framing plans, and roof framing plans.
- Sufficient cross-sections and framing details to show how the structure will be constructed. Framing details should show all structural members and their locations and size. Size, span and spacing of beams, joists, and rafters should be shown. Specify fasteners and metal connectors.
- Wall and roof sheathing. Include both material type and size and nail size and spacing.
- Fastener schedules for both gypboard and all framing.
- List of all Special Inspections (CBC 1705 & 1707) and requirement for Structural Observation (CBC 1709).