

SAN ANSELMO BUILDING DEPARTMENT  
**REQUIREMENTS FOR SUBMITTAL FOR A PERMIT**

The new codes have significantly limited what structural changes may be designed by a homeowner, contractor or a non-licensed designer. **If any framing is proposed**, the designer must provide enough information to show that the framing conforms to the definition of “conventional framing” or a licensed design professional (engineer or architect) is required to provide structural drawings. A licensed design professional is required to prepare the design documents unless a designer can verify the construction will conform to CBC 2308, Conventional Light-frame Construction and especially Section 2308.12. This is limited to two-story single-family buildings with framing as described in Section 2308. CBC stipulates that a cripple wall greater than 14” is considered a story. It is the obligation of a designer to show the structure complies with the limits of CBC 2308 by identifying all the braced walls, showing there are no irregular or offset walls, and showing all construction details are limited to the requirements of Section 2308. (see CBC 2308.4) Otherwise, all framing, no matter how minor it may appear, must be designed by a licensed design professional.

**DOCUMENT REQUIREMENTS:**

- Drawings must be either 11”x17” or 24”x36” and all drawings for the project must be the same size. Supporting documentation such as calculations and product data may be 8½”x11”. Uniformity of size makes for easier handling and filing of documents and the minimum size allows room for approval stamps.
- Every sheet must have a title block with the:
  - Project address (in a large font),
  - Assessor’s Parcel Number,
  - Owner’s name and
  - Designer’s name, address and phone number
- No letter or number may be smaller than 1/8” (12 pt.). Minimum size ensures all information is legible and capable of being microfiched or digitized.
- All drawings and details must be drawn to scale and the scale listed.  
Site Plan: 1”=10’ or 1/8”/ft. Plan Views: ¼”/ft. Elev. Views: ¼”- ½” /ft. Details: at least ½”/ft.
- Lines must be drawn with a straight-edge and nothing drawn within ½” of the edge. Copy machines do not always reproduce information close to the edge.
- Drawings must be numbered sequentially. If not numbered sequentially, provide a drawing list or index on the top sheet. This helps the town and contractor ensure all the sheets are together and in correct order.
- On the first sheet, provide a directory of all consultants/designers responsible for parts of the project, including architectural, structural, energy, etc. Include the name, address and phone number for each.
- California Business & Professions Code requires the individual responsible for preparing each sheet have their name, address and phone number on each sheet and each sheet signed in ink (of a contrasting color).
- If plans are prepared by a licensed architect or engineer, each sheet must be “wet-stamped” and signed.
- Indicate on the drawings the specific codes used as the basis for the design. It is not acceptable to state “the latest codes” or “all applicable codes”.

**SUBMIT:**

- 3 sets of the site plan and architectural, structural, electrical and mechanical drawings. (Floor plans, sections, details, framing plans, foundation plans, exterior elevation views) If review is required by the Ross Valley Fire Department, 2 additional sets are required. RVFD requires a review for all commercial applications, all newly constructed houses or additions to a residential building, and any remodel except minor projects like bath or kitchen work where no framing or sheetrock work is involved.
- 2 sets of structural calculations and soils report, when required by the engineer or requested by the Building Department.
- 2 copies of Title 24 energy compliance calculations for all new buildings and if glazing area is increased and/or floor area is added. Title 24 summary forms CF-IR and MF-IR must be reproduced onto the drawings. If lighting is changed in the kitchen, Form WS-5R must be placed on the drawings as well. Forms reproduced onto the drawings must be full size.