



PLAN SUBMITTAL CHECKLIST

Note: Most property improvements, alterations and repairs require Planning and Building Department approval. Please do not hesitate to contact us regarding what may be required for your project.

Before you submit plans to the Building Department, do any of the following apply to your Project?

- **Green Building:** If the building is new, or if conditioned space has been added to or developed within a residential or non-residential project, has a Green Building Checklist been submitted to the Building Department with the application for a building permit? (See the 2016 California Green Building Standards Code (Cal Green))
- **Floodplain:** Is the finished floor one foot above the base floodplain elevation (BFE)? If so, you will need to apply for a Floodplain development permit. The Floodplain Certificate must be completed before the permit is finalized.
- **Grading:** If you are grading over 25 cubic yards, a grading permit is required, and you must complete the Erosion and Sediment Control package and submit with the permit application.
- **Watercourse permit:** If you are building within fifteen feet of the creek, you will need to apply for a watercourse permit.
- **Ross Valley School Fees:** Residential/Commercial Impact fee certification.
- **Marin Municipal Water District landscape form:** Water Efficient Landscape Certification Form (required for all landscape work)
- **Construction and Demolition form:** required for all permits involving disposal of construction or demolition materials.

Before you submit plans to the Building Department for review, is the following information included in your submittal package?

- Has every plan sheet have a digital stamp and digital signature?
- If applicable to the project:
 - Soils Report
 - Structural Calculations
 - Title 24 compliance on the plans
 - HERS registry on the plans
 - Construction Management Plan
 - Other supporting documents? (i.e. gas pipe sizing calcs)



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- Have any items that are intended to be a deferred submittal been clearly identified on the cover sheet? (i.e. Sprinklers, Truss designs and calculations)
- Have all plans been drawn on a minimum size of 11" x 17" sheets with a minimum scale of 1/4" per foot? (note: The site plan may be 1/8" per foot; Larger projects will require larger sheets (24"x36" maximum.)
- Have all the plans and specifications been drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed?
- Do all the plans and specifications show in detail conformity to the provisions of all applicable codes and all relevant laws, ordinances, rules and regulations?

Do all the plan sets include:

- **Title Block:** Does the title block include the name of owner(s), address of project and assessor's parcel number, as well as noting that "All Construction, regardless of details on plans, shall comply with the 2016 California Building Code, 2016 California Residential Code, 2016 California Plumbing Code, 2016 California Mechanical Code, 2013 California Electrical Code, 2016 Green Building Standards and 2016 California Building Energy Standards?"
- **Site Plan:** Is the site plan fully dimensioned, showing property lines and site contour lines, direction of drainage, streets driveways and locations of all structures, easements and any off-street parking?
- **Site Data:** For residential projects, is the following information included on the plans?
 - Size of the property?
 - Allowable FAR for the property?
 - Existing and proposed FAR for the property?
 - Existing and proposed lot coverage for the property?
- **Floor Plan:** Is the dimension and intended use of all rooms labeled and shown?
- Is the type, size and locations of all doors and windows (including egress and safety glazing), smoke alarms, address numbers, furnace(s), water heater(s), electrical main/subpanels and gas service detailed?
- Is the project located in the WUI (Wildland Urban Interface)? Has this been documented in your plan sheets?



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- For additions and alterations, is an existing floor plan referenced and are details at all rooms adjoining addition or area(s) of alterations shown? Have existing and new conditions been clearly delineated?
- Grid Lines: Does the Architectural and Structural plan sheets have coordinated gridlines?

Elevations:

- Have at least two exterior elevations indicating general appearance, windows, doors, finishes, roof covering, etc. been provided?
- For additions and alterations, has the existing condition been shown as well as new?

Structural Plans:

- Do the structural plans match the architectural?
- Have plans for foundation, floor framing and wall framing been provided?
- Have all structural connections been clearly shown and details provided as needed?
- For additions and alterations: has the tie-in from the new to existing been clearly shown?
- For concrete slabs on grade: has the minimum 3 ½ "thick gravel or sand sub-base with a minimum 6 mil vapor barrier been shown?
- Have details for any special features (i.e. stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimney and sound transmission control between residential units) been provided?

COMMERCIAL PROJECTS:

Note: Commercial projects have the same submittal requirements as listed above, as well as, additional requirements below. All commercial projects must go through CASp (Certified Access Specialist Program) review after initial submittal. Please see this website.

- If the Building is other than a Group R, Division 3 or Group U occupancy/ accessory buildings are the plans prepared by a licensed architect or registered engineer?



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If the project includes food service facilities or food sale is one of the following provided?

- A separate plan submittal filed with the County of Marin Environmental Health Services with preliminary approval prior to submitting for a building permit application?
- A set of stamped, approved plans from Environmental Health with the submittal of a building permit application?

REVISIONS AFTER THE PERMIT IS ISSUED:

- Make the changes on the exact same sheets as in the original permit set.
- All changes are to be clouded.
- Add the date and revision number in the title block.
- If there is a change in job value: Complete a new permit application. The description of work should only explain the change on the drawings (i.e. "Revisions to B2019-0000). The dollar value should be in the change in value of the project from that listed on the original permit.
- Digital stamp revised drawings as required for the original submittal.
- Provide a pdf or word document of a written description of all revisions.
- Provide revised Structural Calcs, Energy Compliance documents; Green Building Compliance documents as necessary to address the revisions.
- Title the document being uploaded as a Resubmittal.
- Field Sketches (SK) can be submitted at 8 ½ "x 11" with scale and dwg title. Must be signed and sealed by a professional (if applicable) and emailed to us.