



This guideline is intended to assist our customers in preparing for plan submittal. The items listed must be included before your submittal can be accepted by the Building Division. This is to ensure a more timely and complete plan check for your project.

To prevent costly and time-consuming plan changes, projects which require other approvals such as Grading Plans, Conditional Use Permits, Plot Plan Review, Design Review, etc., **should initiate those review processes first and, at a minimum, obtain preliminary approval prior to submitting plans to the Building Division for Building Permits.** Plans may not be accepted without these preliminary approvals. Prior to your plan submittal to the Building Division, an Engineering Pre-Building Submittal Check-Off sheet must be completed and signed by the Engineering Staff and returned to the Building Counter. See page 12 for the required form.

Specific “Conditions of Approval” affecting building plans need to be incorporated into those plans prior to application for building permit.

These other approvals will require that the applicant make separate submittals to other City departments.

■ **Engineering — (760) 839-4651**

- Parcel Maps, subdivisions, grading plans/permits, public improvements, etc.

■ **Planning — (760) 839-4671**

- Zoning, Plot Plan Review, Conditional Use Permits, Design Review, etc.

One exception is Plot Plans for single-family dwellings (not requiring Grading Permits). These will be reviewed after submitting plans to the Building Division.

Depending on the type of project, other approvals such as Fire, Utilities, County Health, County Hazmat, Air Pollution Control, etc., may be required. You will be notified of these either at initial submittal or during the plan check process.

For additional information on applicable regulations and approvals, see our Information Directory, Guideline No. 15.

MAPS CHECKLIST

PROJECT TYPE

| | A | B | C | D | E |
|--|---|---|---|---|---|
| Permit Application (signed by Planning & Engineering) | Y | Y | Y | Y | Y |
| Architect/Engineer Stamp | P | P | Y | Y | P |
| 3 Sets of Plans (4 th Plot Plan) | Y | Y | Y | Y | Y |
| Bar Scales on Plans | Y | Y | Y | Y | Y |
| ARCHITECTURAL/STRUCTURAL | | | | | |
| Title Sheet | Y | Y | Y | Y | Y |
| Plot Plan (4 copies) | Y | Y | Y | Y | Y |
| Grading Plan or Drainage Plan (Includes BMP's & Stormwater Mitigation) | Y | Y | Y | Y | N |
| Foundation Plan | Y | Y | Y | Y | P |
| Floor Plan | Y | Y | Y | Y | Y |
| Schedules | P | Y | Y | P | P |
| Elevations | Y | Y | Y | Y | P |
| Cross Sections | Y | Y | Y | Y | Y |
| Roof Plan | Y | Y | Y | Y | P |
| Details | Y | Y | Y | Y | Y |
| Structural Plans & Details | Y | Y | Y | Y | P |
| Truss Drawings | P | P | P | P | N |
| Special Inspection/Structural Observation | P | P | P | P | P |
| Structural Calculations (2 COPIES) | P | P | Y | P | P |
| Soils Report (2 COPIES) | P | P | Y | P | P |
| Ignition-Resistant Construction (Contact Fire Prevention 839-5400) | P | P | P | P | P |
| Fire-Resistive Construction | N | P | P | P | P |
| ELECTRICAL (See Page 7) | | | | | |
| Single-Line Drawing | P | Y | Y | Y | Y |
| Electrical Load Calculations/Panel Schedules | P | Y | Y | Y | Y |
| Lighting Plans | P | Y | Y | Y | Y |
| PLUMBING/MECHANICAL (See Page 8) | | | | | |
| OTHER | | | | | |
| Hazardous Material Questionnaire | N | N | Y | Y | Y |
| Title 24 Energy Requirements (2 COPIES) | Y | Y | Y | Y | P |
| Title 24 Disabled Access Requirements | N | P | Y | Y | Y |
| Exit Analysis | N | P | P | P | P |
| Pedestrian Protection | P | P | P | P | P |
| Acoustic Analysis Report | P | P | P | P | N |
| Noise Ordinance | Y | Y | Y | Y | P |
| Equipment Screening | N | P | P | P | P |
| Water Conservation | Y | Y | Y | Y | Y |
| Grease Trap/Industrial Interceptor | N | N | P | P | P |
| Backflow Protection | Y | Y | Y | Y | P |
| Outdoor Lighting | N | Y | Y | Y | N |

SEE THE FOLLOWING PAGES FOR DESCRIPTIONS OF THE ABOVE ITEMS.

PROJECT TYPE

| | |
|---|---|
| Single-Family Dwelling/Duplex | A |
| Multifamily Residential..... | B |
| Commercial/Industrial..... | C |
| Commercial/Industrial Additions | D |
| Commercial/Industrial Tenant Improvements | E |

LEGEND

| | |
|--|---|
| Required | Y |
| Not Required Normally | N |
| Possible Requirement, if Applicable..... | P |

PERMIT APPLICATION

All projects must have a separate permit application for each building or structure (including retaining walls, underground tanks, signs, etc.)

California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work.

The owner, licensed contractor, or their authorized agent can fill out the application.

Plan check fees are payable at the time of submittal.

IMPORTANT: An owner/builder verification form is required for all owner/ builder projects. This form will be given to you by Building Division staff.

ARCHITECT/ENGINEER

Unlicensed persons are limited to the design of:

- Single-family dwellings (two-story maximum) of conventional wood-frame construction.
- Multifamily residential (up to four dwelling units and two stories maximum) of conventional wood-frame construction. Maximum four units per lot.
- Nonstructural storefronts/interior alterations, fixtures, cabinetwork, furniture, appliances, or equipment which do not affect the safety of the building or its occupants.

All plans must be signed upon submittal. Per State law, all licensed individuals must also stamp all submittal documents. If the documents do not contain a proper stamp, a Statement of Licensure is required. It must be signed and state that the person who has prepared the plans and specifications is licensed in this state to prepare plans and specifications.

PLANS

Three complete, identical sets of plans and a **4th PLOT PLAN** must be submitted for Plan Check. Four sets of plans are required if Industrial Waste review is needed.

All plans must include the items listed in this guideline which apply to your project. In general, plans must conform to the following:

- Be legible and fully dimensioned.
- Must be drawn to scale, "English Standard".
- Must clearly indicate new construction vs. existing construction.
- Be of a uniform size no smaller than 18"x24".
- Reverse plans are not acceptable¹.
- Thirty inch (30") maximum rolled length preferred.

¹Plans must be right-reading. If a "reversed plan" is intended, include the Floor, Foundation and Framing Plans right-reading for the reversed plan.

Since the City maintains microfilm copies of certain plans once the project is completed, we also request the following:

- No colored ink should be used on the drawings.
- All major plan elements must incorporate the use of bar scales.

- Pencil drawings or notations are not acceptable.

TITLE SHEET

For smaller projects, the data found on the title sheet may be incorporated into the Plot Plan or Site Plan.

The title sheet contains the following information:

- Site address, AP #
- Responsible parties (Owner, Architect, etc.)
- Table of Contents
- Schedules of material indications, notations, symbols, abbreviations
- Project data
 - ◆ Building use, area, and height
 - ◆ Occupancy Group
 - ◆ Separated and Non-separated uses
 - ◆ Fire Areas, Fire Barriers; Fire walls, Fire Separation distance
 - ◆ Occupant load
 - ◆ Type of construction
 - ◆ Allowable Area analysis
- List of all current code editions

If existing buildings are to be demolished, a summary of those building uses and areas should be provided.

If not included with the structural plans, a summary of special inspection requirements per the California Building Code and the Soils Report must be shown here.

If not included in the Plot Plan, a Vicinity Map must be shown.

As a result in changes in State law, the following statement must be included on the plans for A, B, S, F, M, I, R and U occupancies:

"All work shall comply with the 2016 CBC, CPC, CMC,

CEC, and Cal Green Code as adopted and amended by the State of California in Title 24, CCR."

PLOT PLAN

The Plot Plan shows the general layout of the lot. It must show:

- Property lines, dimension and the size of the lot; North arrow.
- Adjacent street(s) with center-line, and easements.
- Location of existing and proposed buildings and structures, parking, and landscaping areas.
- All items are to be completely dimensioned with distances to property lines and between structures shown on all sides.
- All architectural projections; stairs, balconies, covered walks.
- Location of all utility lines, sewer connection, and meters.
- Additionally, include items below, under Grading Plan.

GRADING PLAN

Grading plans for large-scale developments should not be submitted with your building plans. Smaller-scale, individual lot projects should submit copies of the grading plan. In all cases, elements of the grading plan should be shown on the Plot Plan as listed below.

- Topographic line elevations
- Tops and toes of slopes
- Retaining walls and drainage systems
- Pad elevations
- Ground-slope drainage scheme
- Cut and fill areas
- BMP's Storm Water Mitigation

FOUNDATION PLAN

- Shows locations and sizes of pier/pad footings, grade beams, and continuous footings.
- Shows all footing dimensions, slab dimensions, and all reinforcing steel.
- Shows access to underfloor areas and ventilation requirements.
- Shows size and location of all hardware; foundation bolts, straps, hold-downs, post bases, anchor bolts, etc.
- Shows concrete-encased grounding electrode(UFER ground) and utility sweeps and foundation penetrations.

FLOOR PLAN

Floor plans must show the following:

- Exterior and interior dimensions
- Size and use of all rooms
- Size and type of all doors and windows
- Plumbing fixtures, water heater, mechanical unit, and electrical equipment and panel locations, GFCIs, AFCI (Residential bedrooms), tamper-resistant receptacles specified.
- Location of smoke detectors, carbon monoxide alarms, fire extinguishers and fire alarm systems
- Compliance with disabled access regulations, if applicable
- Interior finishes
- Rated corridors, occupancy separations and Fire-Walls clearly labeled
- Clearly show fire rating and opening protection of exterior walls if required due to location on property

SCHEDULES

Schedules showing interior finishes on floors, walls and ceilings, windows, doors, hardware, special equipment, as applicable.

ELEVATIONS

This is a drawing or view of each exterior wall which shows:

- Doors, windows, and other openings.
- Type of roof covering.
- Exterior finishes.
- Vertical and horizontal dimensions.
- Wall bracing, shear panels.
- New and existing grades.
- Dimensions of eaves projections.
- Screening of roof-mounted equipment and (attic) vents.

CROSS SECTIONS

These are sections cut through the building or structure to show:

- Structural arrangement and material.
- Interior and exterior finishes.
- Size, spacing, and type of materials used.
- Insulation type and location.
- Cross references on connection details.
- Screening of roof equipment.

ROOF PLAN

Show the following:

- Roof pitch and drainage.
- Location of and access to equipment.
- Guards and roof edge clearance per the Mechanical Code.
- Complete roofing specifications.

DETAILS

Sufficient details to clearly show:

- Windows and doors (jambs, heads, sills).
- Floor changes.
- Thresholds at doors.
- Fireplace.
- Stairs, handrails, guardrails.
- Disabled access compliance.
- Flashing, exterior and interior materials.

STRUCTURAL PLANS & DETAILS

As necessary, show the following:

- Floor and roof framing plans
- Exterior wall and bearing wall cross sections and details
- Columns, beams, girders — size, location, material, and connections
- Structural material specifications
- Shear panel sizes and locations
- Shear transfer details

In addition, structural plans must conform to A.I.S.C. standards. Post-tensioned plans must "stand-on-their-own" as the foundation plan for the project.

TRUSS DRAWINGS

Submit the following:

- Roof framing plan with Truss ID No.
- Detail of all truss splices, connections, and plate sizes
- Show all trusses, gable bracing, and bridging
- Review by individual responsible for design

OR

- Provide single-line truss diagram with all vertical and lateral loads

including bearing points shown with references to framing plan.

If the second item is submitted, truss drawings must be submitted for approval prior to roof-nailing inspection.

SPECIAL INSPECTION/ STRUCTURAL OBSERVATION

All special inspection and structural observation requirements must be clearly shown on the plans and meet the intent of Section 1704 of the California Building Code.

The plans must contain a listing of the work requiring special inspection and provide the following information.

- The type of inspections required (i.e., concrete, high-strength bolting, shotcrete, etc.)
- A description of the work requiring special inspection
- The location on or in the building or structure of the work requiring special inspection
- The sheet numbers of plans and page numbers of specifications where information required to perform those inspections may be found
- Allowable design stresses of construction materials and other pertinent information needed to inspect the work and sample the materials specified
- Where periodic inspection of the work is intended, an outline of the periodic inspection requirements shall be provided in the project plans and specifications.

SPECIAL INSPECTION/ STRUCTURAL OBSERVATION (cont.)

- When a foundation investigation (soil investigation) has been performed, the inspections and reports required by this investigation shall be included in the listing.

The following notes must also be shown on the special inspection listing.

- "The construction inspections listed are *in addition to* the called inspections required by Section 110 of the California Building Code. Special inspection is *not* a substitute for inspection by a City inspector. All work requiring special inspection which is installed or covered without the approval of the City inspector is subject to removal."
- "Continuous inspection is required during the performance of the work unless otherwise specified on the approved plans."
- "Special inspectors must be approved by the City of Escondido *prior to* performing the types of inspection specified."
- "It is the responsibility of the contractor to inform the special inspector or inspection agency at least one working day prior to performing any work that requires special inspection."

SOIL INVESTIGATION REPORT

- Required for structures supported on fill (i.e., other than natural soil).
- May be required for structures on natural ground.
- Must comply with Chapter 18, California Building Code.

STRUCTURAL CALCULATIONS

- Required for buildings or portions of buildings not complying with conventional construction provisions.
- Must have the signature and stamp of the Architect or Engineer who performed the calculations with the license expiration date indicated.
- Signature and stamp must be on the first page.

FIRE-RESISTIVE CONSTRUCTION

Plans for buildings of fire-resistive construction must clearly detail how the fire-resistive integrity will be maintained where penetrations are made for electrical, mechanical, plumbing, and communication conduits, pipes, and similar systems.

In addition, the following must be shown on the plans:

- Details and Approval Listing Numbers for all fire-rated assemblies
- Sections and details of fire-rated corridors.
- Locate and label:
 - ◆ All fire-rated walls, floors, and ceilings.
 - ◆ All protected openings
 - ◆ Rated corridors
 - ◆ Occupancy separations
 - ◆ Fire separation walls

IGNITION-RESISTANT CONST.

Required in High and Very-High Fire Hazard Severity Zones.

Special Enhanced Construction Methods as prescribed by the Fire Prevention Division.

ELECTRICAL PLANS

For residential services of 200 amps or less, a plan showing the size, location, and AIC rating of the service equipment is required. A circuit card (available at our counter) is required prior to framing inspection.

All commercial/industrial projects regardless of size and residential projects over 200 amps require complete electrical plans as indicated in the following. In addition, plans must show compliance with Title 24 energy requirements.

SINGLE-LINE DIAGRAM

- Show conduit and wire sizes.
- Specify aluminum or copper conductors and insulation type.
- Show serving voltage, amperage, and short circuit current available from utility.
- Show service grounding method, ground wire size, and cold water bond.
- Show sizes of fuses and/or circuit breakers and ampere interrupting capacities (AIC) of equipment.
- Show main service arrangement with details on work space, access, and connection to utility transformer.

ELECTRICAL LOAD CALCULATIONS/PANEL SCHEDULES

- Show electrical load calculations to justify the size and type of equipment and conductors to be installed.
- Show panel-rated capacity, AIC rating, voltage, main lugs only or with main protection; and panel locations.

- Show total load and per-phase load in watts and amperes.

LIGHTING PLANS

Show outdoor lighting plan.

- Must conform to Article 1072 of the Escondido Zoning Code, and California Energy Code.

Show interior and exterior lighting plan.

- Show layout of lighting fixtures, wiring, and switching.
- Identify luminaire type and wattage.
- Show compliance with Title 24 energy regulations.

PLUMBING/MECHANICAL PLANS

Separate plans are not required for single-family dwellings/duplexes if the following is shown on the plans:

- Type and location of each plumbing fixture.
- Size, type, and location of each air conditioning or heating unit. (Attic and under-floor units must also show the specific code requirements.)

For multifamily residential, separate plans are not required if the following is shown:

- Type and location of each plumbing fixture.
- Size, type, and location of each air conditioning or heating unit (see above for attic or underfloor unit requirements).

PLUMBING/MECHANICAL PLANS (cont.)

- Size, type, and location of all rough plumbing lines.
- For fire-rated construction, fire and/or smoke dampers, penetration treatment, etc., must be shown.

For commercial/industrial projects, plans showing the following must be submitted:

PLUMBING

- Gas System
 - ◆ Plan layout
 - ◆ Meter location
 - ◆ Maximum length of run
 - ◆ Pipe sizes
 - ◆ Pressure (Low-Medium-High)
 - ◆ Material specifications
 - ◆ Sizing calculations per CPC, Ch. 12
- Water System
 - ◆ Plan layout
 - ◆ Meter location and size
 - ◆ Grade difference
 - ◆ Pipe size
 - ◆ Fixture unit count
 - ◆ Material specifications
 - ◆ Sizing calculations
 - ◆ Backflow protection
- Building Sewer
 - ◆ Plan layout
 - ◆ Cleanout location(s)
 - ◆ Manhole location(s) and elevation
 - ◆ Pipe sizes
 - ◆ Material specifications
 - ◆ Fixture count for each branch
 - ◆ Slope
 - ◆ Pumping station details
 - ◆ Backwater valve (when required).
- Sanitary System (Drain & Vent)
 - ◆ Plan layout
 - ◆ Isometric layout, unless waived by the Building Official
 - ◆ Drain and vent sizes
 - ◆ Cleanout locations
 - ◆ Material specifications
 - ◆ Basis for sizing

- Water Heater
 - ◆ Plan location
 - ◆ Combustion air
 - ◆ Size and BTU rating
 - ◆ P&T drain layout and termination
 - ◆ Vent type and location
 - ◆ C.E.C. approval listing
 - ◆ Clearances
 - ◆ Access
 - ◆ Energy Conservation Compliance forms
 - ◆ Seismic anchorage details

MECHANICAL

- Equipment
 - ◆ Type
 - ◆ Location
 - ◆ BTU ratings
 - ◆ Combustion air
 - ◆ Clearances
 - ◆ Listings
 - ◆ Roof platform details
 - ◆ Equipment seismic tie details
- Ducts
 - ◆ Layout of supply and return
 - ◆ Material specifications
 - ◆ Insulation
 - ◆ Fire damper locations
- Vents
 - ◆ Type
 - ◆ Size
 - ◆ Location
- Energy Conservation Documentation
 - ◆ Compliance forms
 - ◆ Thermostat control details
 - ◆ Equipment specifications
- Condensate Drains
 - ◆ Receptor details

Mechanical plan details are also required for Boilers, Cooling systems, Refrigeration systems, Vented decorative appliances, Incinerators, Commercial hoods, etc.

Plans must also clearly indicate fire stop specifications and required rating for penetrations.

HAZARDOUS MATERIAL QUESTIONNAIRE

State law requires that this questionnaire be completed for all nonresidential projects for plan check submittal.

If applicable, County Health and APCD approvals may be required prior to permit issuance and building occupancy. See the following link, <http://www.escondido.org/Data/Sites/1/media/pdfs/Building/HazardousMaterialsQuestionnaire.pdf>

Title 24 — Energy Regulations

Plans and specifications must show compliance with the State of California Energy Regulations and the appropriate documentation, forms, and calculations must be submitted.

TITLE 24 - DISABLED ACCESS REGULATIONS

Plans for multifamily residential and commercial/industrial projects must show compliance with State of California Disabled Access Regulations.

EXIT ANALYSIS

For more complex projects, an exit analysis may be required. It should show floor areas, occupant loads, exit paths, widths, etc.

PEDESTRIAN PROTECTION

If required per Chapter 33, Section 3306 of the California Building Code, all

pedestrian protection requirements must be clearly detailed on your plans.

ACOUSTIC ANALYSIS REPORT

If required during Planning Division review and if mitigation measures consist of site improvements or modifications to buildings, these must be shown on the plans.

NOISE ORDINANCE

All projects must comply with Escondido Municipal Code Chapter 17, ARTICLE XII, NOISE ABATEMENT AND CONTROL.

EQUIPMENT SCREENING

If required during Planning Division review, the plans must clearly show the screening methods utilized for rooftop and exterior equipment.

WATER CONSERVATION

All plans must show conformance to the following California Plumbing Code amendment:

Chapter 4 —Water Conservation Requirements

- (a) The provisions in this section are intended to supplement the plumbing fixture requirements of the California Energy Commission and the State of California Department of Housing and Community Development.
- (b) All new and replacement plumbing fixtures installed in any building shall conform to the following flow rates:
 - (1) Water closets shall use no more than 1.28 gallons per flush.
 - (2) Urinals shall use no more than one half gallon per flush.
 - (3) Showerheads shall have a maximum flow rate of 2.0 gallons per minute.

- (4) Lavatory faucets shall have a maximum flow rate of 1.2 gallons per minute.
- (c) Shower and lavatory installations within non-residential occupancies shall be equipped with self-closing valves, except where necessary to protect the public health and safety.

GREASE TRAPS/INDUSTRIAL INTERCEPTORS

Restaurants, other food service establishments, and certain industrial uses must install interceptors.

See our Information Directory for additional details.

BACKFLOW PROTECTION

Plans must show compliance with the California Plumbing Code and Escondido Municipal Code Chapter 31, Article IV, for backflow protection.

OUTDOOR LIGHTING

Plans must show compliance with Title 24 Energy Regulations and Escondido Zoning Code Section 33-710 for outdoor lighting.

Engineering Department
201 North Broadway
Escondido, CA 92025-2798
Phone: 760/ 839-4651 • Fax: 760/ 839-4597

Official Use Only

Plan Check #:

DATE _____ SITE ADDRESS _____ APN _____

PROPOSED WORK _____

PRE-BUILDING SUBMITTAL CHECK-OFF:

- Existing and proposed private and public street improvements (and/or edge of pavement)
- Existing and ultimate right-of-way
- Existing and proposed water meter, sewer lateral, and other utility facilities (fire hydrant, utility boxes, etc.)
- Setbacks
- Public and private easements
- Tops and toes of slopes/topography (if applicable)
- Existing and proposed drainage patterns
- Finished floor and pad elevations
- *for minor remodels/additions to existing structures- show elevations in relation to existing finished floor
- Cut and fill areas (if applicable)
- Existing and proposed structures- including eaves/roof overhangs, patio covers, carports, trash enclosure and roof, etc.
- Existing and proposed trash enclosure and roof

The following statements noted on the plans:

- Signed easement statement
**Easement statement: I have verified the subject property's grant deed and title report and have found no easements in the area of construction. I acknowledge that I am responsible and accountable for not constructing any improvements in the easements.*
- All BMPS to be in place prior to doing any work
- All disturbed and graded areas shall be landscaped prior to final inspection
- All excavated materials shall be hauled off to a legal disposal or permitted construction site

Applicant Name

- Ok to submit- minimum submittal requirements have been met, this does not constitute an approval of these plans or project by the Engineering Department
- Not ok to submit
- Exempt

Engineering Staff

Date