



INFORMATION GUIDELINE 1A RESIDENTIAL PLAN SUBMITTAL GUIDELINE

Community Development

*Building Division
201 N. Broadway*

*760-839-4647
www.escondido.org*

Introduction

The residential plan submittal guideline outlines the minimum and basic requirements for residential alterations. Following this guideline will assist applicants in ensuring they accurately represent their proposed project and allows the building department to determine if there are any issues that can be addressed prior to issuance of a permit and the start of construction.

When are plans required?

The majority of projects require a plan, including projects that are a like for like replacements of an appliance or windows. In general, you should expect to provide plans. Code changes can be significant or subtle and applicants may not know a change has been implemented, requiring plans assists the applicant in avoiding a costly change, error, or omission. Plans also assist the building department in determining the scope of work and analyzing the code requirements. At the end of the project the plans are scanned and recorded, which have proven to be beneficial to the public, the owners and the city. Lastly, plans provide clarity and an understanding of the scope of work and help to prevent any misunderstandings of the requirements and the expectations.

General Requirements

All plans must include the following or they will not be accepted for review:

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work
- Scope of Work – Provide a description of work that spells out and if possible quantifies the amount of work. Be as descriptive as possible. If the following apply you must refer to them in the scope of work.
 - Code Enforcement case number
 - Like for Like
 - Repair – fire, water, vehicle, etc.
- Owners Name and Address
- Assessors Parcel Number (APN)
- Contractors Name, License Number, and Address
- Referenced Codes
- All plans must include a minimum of the site plan. A floor plan is required if the work is interior and required to determine code compliance.
- Site Plan with the location of work identified (See attached sample) – The site plan helps to identify the location of work on the property and the property itself - Aerial photos and or SDGE

Work Order drawings may be utilized to satisfy the site plan requirement. At a minimum the site plan shall include the following:

- Location of work identified
- Setbacks to other structures and properly line, measured from wall or post and eaves/projections
- Floor plan (See attached sample) – If there is a reconfiguration of rooms or layout than an existing and proposed floor plan are required. A floor plan is typical for a Kitchen Remodel, Bathroom Remodel, New or Laundry Remodel, and Window Changeout. At a minimum the floor Plan shall include the following:
 - Room identification
 - Dimensions
 - Ceiling height
 - Window dimensions
 - Electrical outlets, switches and lights
 - Smoke Detectors
 - Plumbing fixtures
- Plans shall be drawn to scale
- Plans shall show in detail that the project will conform to the provisions of the applicable building codes and ordinances
- Plans must be signed by the person that prepared them regardless if they are a licensed professional or not
- An SDG&E workorder is required for all Main Service Panel Upgrades.
- CF1R may or may not be required depending on the scope of work. If during the screening process its determined that you need a CF1R, your plans will not be accepted until you can provide the CF1R. <https://energycodeace.com/ResidentialForms/2019>
- When interior work is performed in existing buildings for alterations, repairs or additions requiring a permit, the dwelling unit shall be provided with smoke alarms and carbon monoxide alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired. In order to ensure compliance a WHOLE HOUSE FLOOR PLAN must be submitted showing the identified rooms, alarm layout on all the floors, and the location.
 - Smoke Alarms must be provided in the following locations:
 - Inside each bedroom.
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 - On each story, including basements.
 - Such smoke alarm locations shall comply with the following:
 - They shall be not less than 3' from the door opening of a bathroom.
 - They shall be at least 20' from a cooking appliance.
 - They shall be at least 3' from supply registers of heating/cooling systems.
 - They shall be at least 3' from the tip of the blade of a ceiling-mounted fan.
 - Carbon Monoxide Alarms must be provided in the following locations:
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 - On each story, including basements.

- Where a fuel-burning appliance is installed in a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom

Resubmittal/ Corrections

- Written response letter is required to plan check comments with the plan sheet number to indicate where the correction was made

Information Guidelines

The City of Escondido has its own Standard Drawing which may be used as long as it meets the intended design criteria. Anything beyond the design criteria must be designed by a design professional. The information guidelines are posted in the Escondido Building Department website. Applicants must fill out and identify all of the required design elements. A site plan is required. Escondido also authorizes the use of the County of San Diego Standard Drawings. You may use the following Escondido, City of San Diego, and County of San Diego Standard Drawings:

Escondido - <https://www.escondido.org/information-guidelines.aspx>

- IG #2 Retaining Walls + Site Plan
- IG #8A Lattice Patio Cover + Site Plan
- IG #8B Solid Roof Patio Cover + Site Plan
- IG #8C Carport + Site Plan
- IG #9 Residential Deck + Site Plan
- IG #12 Patio Enclosure + Site Plan and Floor Plan
- IG #13 Sunroom + Site Plan and Floor Plan

City of San Diego

- IB #205 Carports
- IB #206 Patio Covers
- IB #211 Residential Decks
- IB #221 Retaining Wall

County of San Diego

- PDS #044 Residential Decks + Site Plan
- PDS #078 Patio Covers and Carports + Site Plan
- PDS #083 Retaining Wall with Sloping Backfill + Site Plan
- PDS #084 Retaining Wall with Level Backfill + Site Plan

The following are code minimum comments and some are advisory, these comments may or may not be required but should be considered by the designer and or applicant.

Kitchen Remodel

- Kitchens shall have a ceiling height of not less than 7'.
- Kitchen window size must meet 8% for natural lighting and 4% for ventilation
- Note on the plans that receptacle outlet locations will comply with CEC Article 210.52.

- Show on the plans that countertop receptacle outlets comply with CEC Article 210.52(C): In kitchens a receptacle outlet shall be installed at each counter space 12 inches or wider; Receptacles shall be installed so that no point along the wall line is more than 24 inches; Island and peninsular countertops 12 inches by 24" long (or greater) shall have at least one receptacle.
- Per CEC Article 210.11(C)1, note on the plans that there will be a minimum of 2 small appliance branch circuits within the locations specified in Article 210.52(B), i.e., kitchen and dining areas.
- Individual (dedicated) circuits are required for garbage disposals, microwaves, compactors, and dishwashers.
- GFCI and AFCI protected outlets.
- All general purpose and countertop receptacles must be tamper-resistant.
- Specify on the plans: Water conserving fixtures: kitchen faucets may not exceed 1.8 GPM.
- All domestic hot water piping to have the following minimum insulation installed: ½" pipe (1/2" insulation); ¾" pipe (1" insulation); 1" to 1-½" pipe (1-½" insulation). CPC 609.11 & ES 150.0(j)
- Additionally, the ½" hot water pipe to the kitchen sink requires 1" minimum insulation.
- All installed luminaires shall be high-efficacy in accordance with ES TABLE 150.0-A.
- Luminaries must have a label certified for airtight construction.
- Recessed can light fixtures shall be IC listed, air-tight labeled, and not be equipped with a standard medium base screw shell lamp holder.
- Under-cabinet lighting must be switched separately from other lighting.
- Kitchens require exhaust fans with a minimum 100 cfm ducted to the exterior. The vent must terminate on the building exterior at least 3 ft. from other openings into the building. Flexible (corrugated) ducting is not allowed for exhaust hoods.
- Peninsular countertops require only one receptacle per countertop space, regardless of length
- Dishwashers shall be connected with an approved drainage air gap device located above the flood level rim of the sink.

Bathroom Remodel

- Bathroom window is not required, if provided it must be tempered when:
 - Glazing in the walls/doors facing or containing bathtubs, showers, hot tubs, spas, whirlpools where the bottom exposed edge of the glazing is less than 60" above the standing surface.
- Bathrooms containing bathtubs or showers and powder rooms must be mechanically ventilated with a min 50 CFM exhaust fan.
- Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6'-8".
- Note on the plans that receptacle outlet locations will comply with CEC Article 210.52.
- GFCI protected outlets
- All general purpose and countertop receptacles must be tamper-resistant.
- Per CEC Article 210.11(C)3, note on the plans that bathroom circuiting shall be either:
 - a) A 20-ampere circuit dedicated to each bathroom, or
 - b) At least one 20 ampere circuit supplying only bathroom receptacle outlets.
- Show on the plans a wall receptacle within 36" of each lavatory in the bathroom.
- All shower compartments shall have a minimum finished interior of 1024 square inches and shall be capable of encompassing a 30 inch diameter circle. All surfaces shall be waterproof up to 72 inches above

- Thresholds shall be of sufficient width to accommodate a minimum 22 inch clear egress opening from the shower.
- Showers require a minimum 2 inch drain and trap.
- Dimension on the plans the 30" clear width required for the water closet compartment and the (minimum) 24" clearance required in front of the water closet.
- Provide a note on the plans: The control valves in showers, tub/showers, bathtubs, and bidets must be pressure balanced or thermostatic mixing valves.
- Specify on the plans: Water conserving fixtures: New water closets shall use no more than 1.28 gallons of water per flush, lavatories are limited to 1.2 GPM, and showerheads may not exceed 1.8 GPM of flow.
- Recessed light fixtures in shower enclosures must be listed for a damp or wet location CEC 410.10(A)
- All installed luminaires shall be high-efficacy in accordance with ES TABLE 150.0-A.
- Luminaries must have a label certified for airtight construction.
- Recessed can light fixtures shall be IC listed, air-tight labeled, and not be equipped with a standard medium base screw shell lamp holder.
- In bathrooms at least one luminaire shall be controlled by a vacancy sensor.
- Exhaust fans must be switched separate from lighting, with the exception that lighting integral to an exhaust fan can be on the same switch if the fan is controlled by a humidistat that continues its operation after the light is off.
- Residential bathroom exhaust fans shall be energy star rated and shall be control by a humidistat capable of an adjustment between 50 and 80% humidity.
- Hydro-massage tubs require an individual (dedicated) branch circuit and readily accessible GFCI protection. An access door is required and must be large enough to remove the motor and pump. Cord-connected equipment must have the receptacle facing the opening and be no more than one foot behind the access hatch.
- Water-resistant gypsum board (purple board) can be used as a tile backer board in areas that are not subject to direct exposure to water or high humidity - examples would be a wall behind a toilet or above a vanity countertop. Purple board cannot be used in a shower for direct application of tile. It can be used in showers behind a water-resistive membrane with mortar bed and lath. Other acceptable materials for application of tile in showers include cement board, fiber-cement or glass mat gypsum backers.
- Shower curb must be minimum 2" to 9" maximum from the top of the curb to the top of the drain inlet.
- Shower floor slope minimum 1/8" to 1/4" maximum.

New or Laundry Remodel

- Laundry rooms shall have a ceiling height of not less than 6'-8".
- Show how makeup air will be provided for the washer and dryer enclosure. The code requires an opening with a minimum of 100 square inches of makeup air (can be louvered door).
- Detail the dryer exhaust duct design from the dryer to the exterior. The maximum length is 14 feet with a maximum of two 90-degree elbows.

- Flexible transition ducts (connectors) between the dryer and the metal duct are allowed in lengths up to 6 feet and cannot be concealed. They must be UL listed and labeled (L&L) as dryer transition ducts, and cannot be plastic.
- Dryer ducts must terminate on the building exterior in a backdraft damper. Screens or louvers cannot be installed.
- Note on the plans that receptacle outlet locations will comply with CEC Article 210.52.
- Receptacle outlets shall be tamper-resistant except those within dedicated space for an appliance not easily moved from one place to another (behind clothes washer).
- Per CEC Article 210.11(C)2, note on the plans that bathroom circuiting shall be a 20-ampere circuit dedicated to the laundry
- GFCI and AFCI protected
- All installed luminaires shall be high-efficacy in accordance with ES TABLE 150.0-A.
- Luminaries must have a label certified for airtight construction.
- Recessed can light fixtures shall be IC listed, air-tight labeled, and not be equipped with a standard medium base screw shell lamp holder.
- In laundry rooms, and utility rooms at least one luminaire shall be controlled by a vacancy sensor.
- Clothes washer standpipes must be 2-inch diameter. The weir of the trap must be roughed in 6 – 18 inches above the floor; the standpipe must be a minimum of 18 and a maximum of 30 inches above the trap.
- Installed air conditioner and heat pump outdoor condensing units shall have a clearance of at least (5) feet from the outlet of any dryer exhaust duct termination.

Door and Window Changeout

- Like for Like – means that the rough opening of the window remains the same. Concerns such as natural light, ventilation, and egress are not addressed. However, items such as tempered/safety glazing, SHGC, and UFACTOR must be addressed. This is achieved by identifying the windows to be changed on the site plan and correlating them to a window schedule.
 - For windows SHGC: .23 and Ufactor: .30
 - For doors Ufactor: .20
- For new doors and windows or enlarged doors and windows, the header size must be provided and either meet the CRC prescriptive requirements or it must be designed by a professional engineer.
- For new doors and windows:
 - Adding more than 75 sqft - the new fenestration must meet requirements for TOTAL fenestration area and WEST-facing fenestration area, as well as the U-factor and SHGC for the Climate Zone 10.
 - Equal to or less than 75 sqft –U-factor ≤ 0.55 and SHGC ≤ 0.30
- A CF1R-ALT-05-E-PrescriptiveAlterations-SimpleNonHERS must be filled out. This can be found on the Building Department Website.
<https://energycodeace.com/ResidentialForms/2019>

Water Heater Changeout

- Like for Like – changing out water heaters in the same location requires a site plan to show the general location of the water heater change out.
- Instantaneous Water Heater replacing a storage tank water heater – This requires a site plan, floor plan, and gas line single line diagram. The site plan will provide the general location and the floor plan will provide the following information:
 - Distance to openings if outdoors – typically 3 foot from opening is required.
 - Receptacle location – Receptacles in garages and outdoors must be GFCI. Outdoor receptacles require in-use covers.
- Gas Line Single Diagram – This is a layout of your gas line system that shows to scale the rise and run of your gas line and overall developed length, the material, the location of the gas meter, the location and BTU of your appliances. If you do know or cannot acquire the BTU for your appliance we will apply the Plumbing Code to determine the BTU. Gas Line Diagrams are required when changing out a storage tank water heater with an instantaneous water heater, because the BTU demand for an instantaneous water heater is measured at 200,000 BTU as required by the Energy Code, which is significantly higher than a storage tank water heater. This is also required if moving the water heater or HVAC unit greater than 6 feet from its original location.
- CF1R-ALT-05-E-PrescriptiveAlterations-SimpleNonHERS must be filled out. This can be found on the Building Department Website.
<https://energycodeace.com/ResidentialForms/2019>

HVAC Changeout

- Like for Like - changing out the air conditioning unit in the same location requires a site plan to show the general location of the water heater change out.
- Closet to Attic Relocation –
 - Provide a floor plan that show the existing location and the proposed location.
 - You must either provide engineering from a registered professional engineer to validate that the new HVAC will be able to be supported by the ceiling, or provide a roof plan showing the size, spacing, span, and walls underneath the ceiling joist – if they conform to the CRC, then you will be permitted to build the platform across minimum of (3) ceiling joist. The platform must be specified on the plan. The unit will not be permitted to be mounted directly over the existing ceiling joist without a platform.
 - Gas line extensions requires a Gas Line Diagram.
 - Show the location of the minimum 22x30 attic access.
 - Make a note on the plan that a 24" scuttle x 20' max length will be provided.
 - Make note that a 30"x30" platform will be provided in front of the control panel.
 - Make a note that a light and switch with vacancy sensor shall be provided.
 - Make a note that a GFCI receptacle shall be provided.
 - Identify means of combustion air to be provided.
- HERS Rater – 99% of all HVAC replacements requires a HERS rater.
- CF1R-ALT-02-E this must be submitted by your HERS provider.
<https://energycodeace.com/ResidentialForms/2019>

Damage (Vehicle/ Water/ Fire/ etc.)

It is difficult to determine the extent of damage if the elements on the plans are not specified as either New (N) or Existing (E). Applicants must clearly identify the damaged area, and within the damage dare what is new indicating that it will be repaired or replaced, and what is existing indicating that it will remain as originally permitted. The scope of work must also spell out and if possible quantify the amount of work. A statement as simple as “drywall replacement” will not be accepted because it does not specify the location nor quantify it. In addition, a note must be made on the plan that all drywall replacements require a preliminary inspection by the city is to be conducted to Verify In Field (VIF) that none of the wood paneling, plumbing, electrical, mechanical, or insulation are damaged.