



ARCHITECTURAL PLAN REVIEW GUIDELINES

Listed below are the basic general minimum information requirements to complete a plan review for Building/Planning Permit. While not all items may pertain to your project, additional information may be required depending on the project. Providing the following listed information does not guarantee plan approval. For any questions, please call our office at the main number listed above.

- Submit three (3) copies of plans drawn to an indicated scale on a minimum sheet size of 24" x 36" with a printed title block.
- Indicate the project name, full street address (based on building permit address stated on permit), Assessor's Parcel Number (APN), tract number, and associated building permit number. Show North pointing arrow.
- Provide contractor's name, address, phone number, type of license, license number, and date of expiration.
- All plans must be "wet" signed.
- Provide current California Building Code, California Fire Code, California Residential Code and NFPA references.
- Indicate which aspects of the project will be deferred submittal (underground fire line, fire sprinklers, fire alarm, kitchen hood fire protection system, high-piled storage, etc.).
- Include a site plan, indicate building names/specifics.
- Indicate property lines, nearby buildings, adjoining suites, driveways, and streets. Include distances between buildings and property lines.
- Indicate the occupancy classification defined by California Building Code Chapter 3.
- Indicated type of building construction as defined by California Building Code.
- Specify intent of use. What is the area/building to be used for? Describe scope of work. Cloud or isolate project areas.
- Provide a floor plan for the project/building.
- Show occupant loads in assembly occupancies. Clearly show path(s) of exit travel. Show fire-rated corridors.
- Show swing direction of all doors. Show all doors and door hardware in a door matrix. Detail type, model numbers, and specifications.
- Show exit signs and tactile exit signs. Show emergency lighting.
- Show fire access, width of fire access, length (how far is the building from the main road?), indicate that fire access road is all weather and meets all CFC 503 & CFC Appendix D requirements.
- Show knox box location or if automatic/electric gate that it is UL Listed, and ASTM approved with gate knox key. Verify project fire district location, knox boxes and knox gate keys are fire district specific.