



## **SUBMITTAL REQUIREMENTS FOR NEW SINGLE FAMILY RESIDENTIAL DWELLINGS**

This handout is designed for assistance in Single Family Dwelling Plan Submittal to the Building & Safety Department. Omission of any of the following plan review items shall be deemed an Incomplete Submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2007 California Codes, based on the 2006 International Building Code (IBC), 2006 California Plumbing & Mechanical Codes (UPC, UMC), 2005 National Electrical Code (NEC), 2006 International Fire Code (IFC) and the 2005 California Energy code.

**Submit four (4) complete sets of architectural, electrical and structural plans.  
Plans shall be identical copies or blueprinted on a minimum 24" x 36" size paper**

### **CONSTRUCTION PLANS SHALL INCLUDE BUT NOT BE LIMITED TO:**

#### **Cover sheet:**

1. Vicinity map
2. Assessor's Parcel Number, Tract and Lot number; and Site Address
3. Building data: Proposed building Sq. Ft., use/occupancy  
Building code data: (2007 California Model Codes as based on the 2006 IBC, 2006 UMC & UPC, 2005 NEC, 2006 IFC and the 2005 California Energy Code)

#### **Plot Plan:** (The cover sheet and plot plan may be combined)

1. Show North Arrow
2. Street frontage, lot lines and lot dimensions
3. Building location and setbacks to property lines and / or easements
4. Existing septic systems, water wells, swimming pools, accessory structures, etc

#### **Floor Plan:**

1. Fully dimensioned and to scale (3/16 inch per foot minimum scale)
2. Show walls as double lined with references to wall construction details indicating wall heights, framing member sizes, spacing and material type; exterior and interior wall finish, etc.
3. Door and window locations, sizes and types
4. Identify all elements of habitable space all room uses, closets, fixed shelves, counters, media niches, fireplaces, appliances, plumbing fixtures, etc.

#### **Elevations:**

Provide North, South, East and West side views of the building exterior, showing the structure's exterior features and elements e.g. exterior wall finish, wall veneers, fireplace chimney, roof pitch, roof vents, doors, windows, etc.

**Section Views:**

Provide section views indicating wall/roof heights; insulation locations for walls, floors and roof/ceilings of conditioned spaces; wall and roof/ceiling finish, etc.

**Plumbing / Mechanical:**

1. Points of connection for water / sewer meter locations
2. Material type & sizes for waste/vent, water and gas supply systems
3. HVAC equipment location; gas stub locations and BTU input for gas appliances
4. County of Riverside Environmental Health Department Approved septic system design

**Electrical Plan:**

1. Electrical main service size, location and grounding method
2. Electrical power and lighting plans, interior fixture schedule
3. Title 24 Energy Code electrical requirements including high efficacy fixture types, motion sensors, dimmer switching or photo controls

**Structural Plan / Foundation / Framing / Roof Plan & Details:**

1. Structural design by a State of California registered Engineer or licensed Architect if the proposed structure does not comply with conventional light wood framing
2. Foundation supporting elements, reinforcement, slab and footing details, anchor bolt size and spacing, hold down devices, etc.
3. Structural frame plan(s) and key referenced details for walls, floor levels and roof
4. Two (2) sets of “wet” stamped / signed Structural calculations
5. Two (2) sets of “wet” stamped Roof truss calculations (if applicable). The Architect or Engineer of record shall first review and stamp the truss layout sheet, indicating the design to be in general conformance with the building design, prior to submittal to the Building and Safety Department for review and Approval

**Supplemental information:**

1. Two (2) copies of current Geotechnical soils reports, dated within 1 year of plan submittal, or an older report with an update letter addressing current soils data from the same engineering firm.
2. Package D prescriptive method Energy Forms, or computerized ENV (Envelope), MECH (Mechanical) and Mandatory Measures energy calculation Forms for conditioned space; and all required compliance forms are to be copied, full size to the plan sheets
3. Fees are based on the current City of Murrieta annually Adopted Fee Schedule
4. The contractor must sign the permit application and provide evidence of a current California State Contractor’s license. All contractors / sub-contractors must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation
5. If an owner chooses not to hire a contractor, they must then sign the permit application as Owner / Builder and complete the certification form for the owner / builder permit issuance
6. Contact the Engineering Department regarding grading permit requirements