

## ADU, Duplex, & Townhomes

### Plan Submittal Requirements AB2234

This packet is for projects that involve new construction requiring Plan Review.

This packet outlines the common plans, calculations, and forms you may need to provide if you are:

- Building an **ADU, Duplex, Townhome**
- REFERENCE: **2022 California Building Code**

#### GENERAL INSTRUCTIONS FOR PLANS AND CALCULATIONS

Anyone can prepare plans; however, they must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the Building Department may require the plans, drawings, specifications, or calculations for that portion be prepared by or under the direct supervision of a registered California licensed engineer or architect. This professional must also stamp and sign the sheets pertaining to this work.

**Follow these plan submittal requirements:**

	<i>Item As Applicable to Your Project</i>	<i>Reviewed by</i>
<b>PLAN SET REQUIREMENTS</b> Apply through online portal	Plans showing site, setbacks, landscaping	Planning Division
	Building, electrical, mechanical, and plumbing plans	Building Division
	Encroachment or right of way, Easements	LDSIR, Technical Resources
	Fire Prevention, fire sprinklers (submit directly to Fire)	Fire District
Plan preparer is to sign all plans.  Architect or Engineer is to stamp and sign all pages and sign/stamp the cover page for Plan Sets and Calculations.	<b>Plan set typical,:</b> <ul style="list-style-type: none"> <li>• Cover Sheet with project description</li> <li>• Site Plan (Grading Plan submit directly to CMID)</li> <li>• Architectural Plan, Elevations</li> <li>• Structural Plan, Details</li> <li>• Electrical / Solar Plan</li> <li>• Mechanical Plan</li> <li>• Plumbing Plan</li> <li>• Title 24 Energy Documents</li> </ul>	
<b>CALCULATION REQUIREMENTS</b>  Submit with plan set through online portal	<b>Required calculations may include:</b> <ul style="list-style-type: none"> <li>• Structural calculations, vertical and lateral loads</li> <li>• Title 24 Energy Calculations and forms for:               <ul style="list-style-type: none"> <li>- New construction or alteration of the existing building envelope</li> <li>- CF-IR and MF-IR forms completed, signed, and printed on plans</li> <li>- CF-6R and Insulation Certificate attached to plans</li> <li>- Performance analysis and backup forms</li> </ul> </li> </ul>	
Preparer, Architect or Engineer is to sign and stamp all documents		

**INFORMATION TO INCLUDE ON PLANS.** The following pages outline the minimum information that should be included on each type of plan. This outline pertains to typical projects.

**INFORMATION TO INCLUDE:**      **ADU - ADU** | **DUP - DUPLEX** | **TWN - TOWN HOMES**

	ADU	DUP	TWN
<b>A-1 COVER SHEET</b>	●	●	●
1. Project Address, Assessor's Parcel Number	●	●	●
2. Preparer Name, Title, Registration (if applicable), Address, and Phone Number	●	●	●
3. Legal Property Owner's Name, Address, and Phone Number	●	●	●
4. Scope of Work identifying all work proposed under this permit	●	●	●
5. Occupancy Groups Classification (e.g., R3 and U) and Type of Construction (e.g., Type VB)	●	●	●
6. Gross Area Per Floor, Building Height, Scale	●	●	●
7. Index of Plans	●	●	●
8. Applicable Codes, e.g., 2022 CBC, CRC, CEC, CMC, CPC & Calif. Building Energy Efficiency Standards	●	●	●
<b>A-2 SITE PLAN - Draw to scale. Show:</b>	●	●	●
9. Full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, Street Name/s	●	●	●
10. Small Vicinity Map including North Arrow	●	●	●
11. Building Footprint and Roof Line with all projections and dimensions to property lines	●	●	●
12. Any Recorded Easements and Visible Utilities (meters for electric, gas, and water on site)	●	●	●
13. Location of existing fire hydrant within 500 feet of project	●	●	●
<b>A-3 GRADING PLAN - Drawn to scale. Show:</b> <input type="text" value="Submit directly to CMID"/>	●	●	●
15. Pad Elevations, Ground Slope Drainage Scheme and Topographic drawn to 1'-0" or 2'-0" Contours	●	●	●
16. Location of existing and proposed Retaining Walls	●	●	●
17. Show how fire safe regulations will be met for driveway & property	●	●	●
<b>A-4 ARCHITECTURAL PLANS</b>	●	●	●
18. Foundation and Structural Floor Framing plans	●	●	●
19. Proposed Floor plans	●	●	●
20. Exterior Elevations	●	●	●
21. Structural Material Specifications	●	●	●
22. Structural and Architectural Details	●	●	●
23. Typical Cross Sections in each direction	●	●	●
24. Shear Wall & Holdown Plan with table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns and bolts.	●	●	●
<b>A-5 DETAIL SHEETS as applicable. All details and sections should cross reference.</b>	●	●	●
25. Window Schedule detailing egress, safety glazing, and any skylight-approved listing numbers	●	●	●
26. Door Schedule listing sizes and types	●	●	●
27. Flashing: Vertical and Vertical-to-Horizontal junctures of materials	●	●	●
28. Footing, Piers, and Grade Beams: Detail all post-to-beam, post-to-footing and beam-to-beam connections or call out approved metal connectors.	●	●	●
29. Post and Girder Connections	●	●	●
30. Roof: Eaves, Overhangs, Rakes and Gables	●	●	●
31. Floor Changes such as wood-to-concrete flashing details	●	●	●
32. Handrails, Guardrails and Support Details	●	●	●
33. Structural Wall Sections with details at foundation, floor and roof levels	●	●	●

	ADU	DUP	TWN
34. Stairway Rise and Run, Framing, Attachment and Dimensions of Members	●	●	●
35. Shear Transfer and Holdown Bolt details	●	●	●
36. Prefabricated Fireplace with approved listing number	●	●	●
<b>A-6 ROOFS AND TRUSSES</b>	●	●	●
37. Roof Framing Plan with truss I.D. number and manufacturer's name	●	●	●
38. Truss Plans reviewed and stamped approved by responsible design professional	●	●	●
39. Detail of all truss splices, connections, plate sizes and hangers	●	●	●
40. Show all trusses including gable bracing and bridging	●	●	●
<b>A-7 MECHANICAL, PLUMBING, AND ELECTRICAL COMPONENTS</b>	●	●	●
41. Location of HVAC equipment and size, noting BTU/HR output	●	●	●
42. Locations of plumbing fixtures, listing all required dimensions	●	●	●
43. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels, and main panels	●	●	●
<b>TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS AND CALGREEN</b>	●	●	●
44. CF-1R and MF-1R forms completed, signed and printed on plans	●	●	●
45. CF-GR and Insulation Certificate attached to plans	●	●	●
46. Performance Analysis and Backup forms included	●	●	●

**OTHER DOCUMENTS OR PLANS**

Depending on the project, other documents or plans may be required. Examples include:

- Soils Report and Geologic Hazard Study if in a Geologic Hazard Zone
- Pools and Spas
- Demolition of Structures on site