



COMMUNITY DEVELOPMENT DEPARTMENT
Building & Safety Inspection Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Plan Submittal – New Residential Buildings

Policy and Procedure No.: **B-04-05**

(November 2010)

Revised 01-03-11

Purpose

This handout establishes a procedure for complete plan review submittals when new residential buildings are proposed. According to current code regulations (2010 California Building Code), permits are required when buildings or structures are constructed. Therefore, the following guideline shall be reviewed before commencing any work.

Plan Submittal for Construction

Quantity

- Three (3) complete sets of plans must be submitted (at least two must be signed by designer and/or “wet-signed” and stamped by a State of California licensed architect or engineer); a completed building application form and plan check fee paid. Upon submittal of plans, these will be distributed to Building Inspection & Safety and Planning. Applicants shall make separate submittals directly to other local utility companies
- Two (2) sets of “wet-signed” and stamped structural calculation reports; geotechnical reports [when soil bearing pressure design used exceeds 1500 psf]; a letter of foundation design review
- Two (2) sets of Title 24 energy reports
- Two (2) sets of manufactured truss reports; a truss-review letter signed by engineer of record
- One (1) site plan, floor plan for Assessor’s office (8 1/2” x 11” only)

Additional Requirements

- **Public Works** All projects will be routed to Public Works department by the building Department for their review. Public Works will require payment for wastewater capacity impact fees and a water meter for new single family residences. Payment of these fees must be made at the time of issuance. Please contact **Public Works** at **(209) 333-6706** for fee estimates.
- **Electric Utility Department** - Building Department will send a set of plans to EUD for their review contact information (209) 333-6811, 1331 S. Ham Lane.
- **Planning Department** all projects will be routed to the Planning Department by the Building Department for their review. Contact information (209) 333-6711 221 West Pine Street.

Other Permits Requirements

- A separate plan/permit is required for items such as: *Pools and Spas; Accessory Structures; Automatic Fire Sprinkler Systems*

Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review and **five** business days for all other subsequent reviews.

Note: the plan review time may be extended depending on the complexity and size of the structure.

Minimum Plan Requirements

Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: 1/4" = 1' - 0"), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Information

1. Cover sheet - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction, occupancy classifications, if installing a fire sprinkler system; total building area per floor (square footage for dwelling, garage, porches); zoning; index of drawings.

Light Wood-Frame Construction: *Plans for new single family dwellings of light wood-frame construction (2010 California Residential Code) may be prepared by any person, if the structure consists of not more than two stories and basement in height. However, if the structure has unusual design features or deviates from conventional light-frame standards, it shall be designed by CA. engineering standards. Engineered plans shall therefore be prepared by a professional architect or engineer, licensed in the State of California.*

2. Plot plan - lot dimension and parcel size; building location with all setback distances to property lines and easements; north arrow; fire hydrants and other utilities; street and right-of-way identifications, access roadways; location of gas/electrical/water meters and sewer/water lines; septic/well systems (as applicable).
3. Grading and drainage plan (*if submitted it shall be prepared by a registered civil engineer) - grade and pad elevations, ground slope drainage and topography; location of retaining walls.

4. Architectural plans - floor plans identifying room uses, door/window schedules; occupancy separation location and fire-rating details; location of smoke detectors and emergency egress openings; stair/handrail/guardrail/deck location and details; framing details for fireplaces, post and girder intersections, roof eaves, gables, rakes; floor/attic ventilation calculations; all exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location), building height.
5. Structural plans - foundation plan with footing/pier/grade or slab details; shear wall schedule and detail reference locations; minimum of two building cross-sections in each direction. Complete floor/roof framing plans with bracing and support details.
6. Prefabricated trusses - roof/floor framing plan with truss I.D. # and manufacturer's name; truss splice details, connections and plate sizes; gable bracing/bridge; single line truss diagram with all vertical/lateral loads, including bearing points with reference to framing plan.
7. Mechanical, electrical and plumbing plans - electrical plan identifying size and location of main and sub-panels; outlets (required GFCI locations), switches, light fixtures; location of HVAC and A/C equipment; duct layout.
8. Energy requirements – signed and affixed CF-1R and MF-1 energy compliance forms.

Fees

Due to the complexity of permit fees for new construction, it is recommended that you visit the Building Department to review all applicable costs such as development fees, building fees, etc.

Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: **221 West Pine Street**
Phone: **(209) 333-6714**
Hours: **Monday through Friday**
8 am – 5 pm