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

Site Plan Sample

February 2005

Site Plan Requirements

When do I Need to Submit a Site Plan?

A site plan is required when exterior work is proposed on a residential property. Typical work requiring the submittal of a site plan includes:

- Room additions, garage and carports additions
- Decks, patio enclosures, exterior covers and sheds
- Garage conversions
- Swimming pools and spas
- ***** When installing new exterior windows/doors
- ***** Fences, retaining walls
- Site work involving installation of underground electrical and gas lines

***** *(Note: Only when a building permit is required)*

Information on Site Plan

A site plan is an accurate, scaled drawing or map of a piece of property showing its size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The site plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the site plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

Plan Submittal for Construction

Quantity

Seven (7) site plans are typically required along with any accompanying drawings (floor plan, foundation, framing plan, etc.).

Size

At least two of the site plans shall be a minimum of 18" x 24" but no larger than 24" x 36", drawn to scale, fully dimensioned, clear and legible. When the proposed work only involves electrical, plumbing or mechanical work, seven (7) 8 ½" x 11" site plans are required.

Check List

The checklist below is a guide to assist homeowners and designers verify the required information is included on the site plan. Please be aware that plans lacking any of these items may delay the plan check review process.

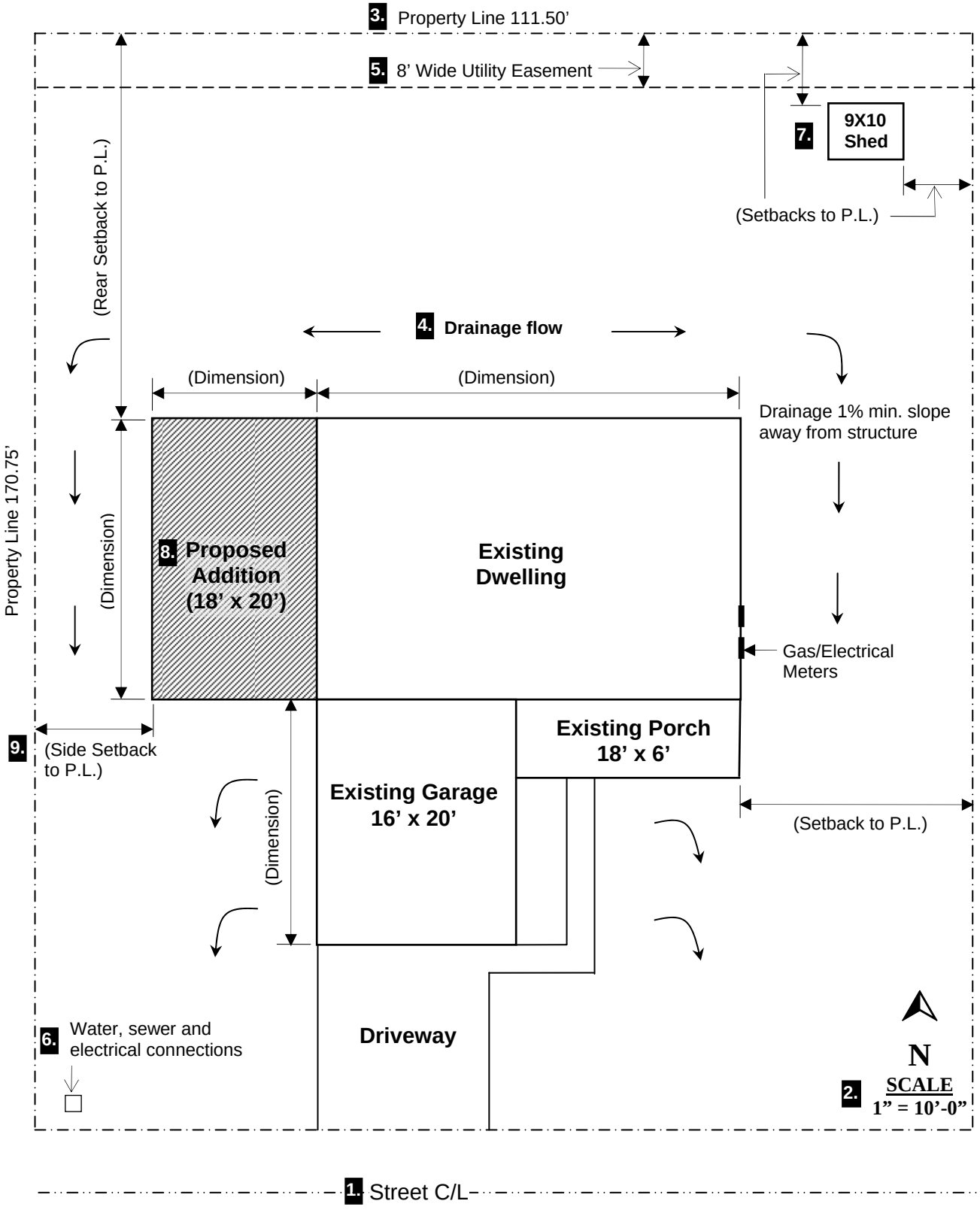
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures
10. Name and signature of designer

A sample illustration is included on the next page listing a similar numbering system.

Questions?

Specific information regarding the location of property lines, easements, etc., may be requested at Public Works or the Building Safety & Inspection office located at:

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



Property Owner's Name
Property Address and Phone No.
A.P.N. (Assessor Parcel Number)
Scope of Work
10. Designer's Name & Signature
Site Area and Lot Coverage

SITE PLAN
(Sample Only)