



## **PLAN SUBMITTAL AND PLAN CHECK**

### **I. PLAN SUBMITTAL**

- A. A completed Building Permit Application must accompany all Project proposals. In some cases, a Project Information Sheet or other documentation is required. The application must be signed by the owner or authorized agent.
- B. A complete digital submittal is preferred for plan check.
- C. If hardcopy plans are submitted, they must be clear and legible on substantial paper. Minimum paper size is 8 ½ x 11. Pencil drawings, modified or "red lined" plans or plans labeled "Not For Construction Use" are not acceptable.
- D. Plans must be drawn to scale. The minimum scale for plans other than site plans is 1/4" = 1', (1/8" = 1' may be used with prior approval). The recommended scale for site plans is 1" = 10', however, any other scale can be used that will accurately show the lot and building on it.
- E. The plans shall clearly label all existing and proposed construction.
- F. The plans shall clearly show the extent and type of work and compliance with the currently adopted California Building Codes and other applicable codes, statutes, and ordinances.
- G. All plans shall bear the name, address, and phone number of the author.

### **II. PLANS & SPECIFICATIONS**

A typical set of plans and specifications would include the following information:

#### **1. Site Plan**

- A. Location and dimensions of new and existing buildings or additions and accessory structures. These include all projections such as stairs, decks, eaves, retaining walls or other permanent structures that fall outside the building footprint.
- B. Setback dimensions to both building line and eaves from all property lines.
- C. Projected roof plan showing all penetrations, pitch, and direction of slope.
- D. Lot dimensions.
- E. All easements/alleys with dimensions.
- F. Lot number, subdivision, and street address.
- G. Edge of pavement or curb and gutter and entire right-of-way width.
- H. Location of all existing and proposed utilities.
- I. Dimensions, locations, and layout of parking areas, driveways, and other paved areas or slabs.
- J. Existing and proposed vegetation and/or landscaping. Notation of all existing trees that are to be removed.
- K. Drainage/swales and topography with contours at 2' vertical intervals.
- L. Compass bearings.
- M. Identification of snow storage areas.
- N. Identification of all areas to be graded.
- O. Elevation benchmark at edge of pavement.
- P. Cross-section or profile showing relationship of new structure to slope of lot, driveway, and street.
- Q. Finish floor elevations for garage and first floor.

#### **2. Foundation Plan**

- A. Location, size, and depth of continuous footings and/ or isolated piers.
- B. Spacing of anchor bolts and other shear transfer details.
- C. Location of hold downs and other framing hardware.
- D. Details or references to details for reinforcement, retaining wall design, etc.
- E. First floor framing.
- F. Note access ventilation and insulation requirements.
- G. Indicate any mechanical equipment to be located in subfloor area.
- H. Ventilation requirements.

### 3. Framing/Structural Plans

- A. One plan for each floor level (first floor framing may be included on foundation plan).
- B. Notes and specifications.
- C. Size, spacing, direction and type of joists and/or trusses.
- D. Stud size and spacing and type.
- E. Size and location and type of beams girders, purlins, headers, or other vertical load carrying members.
- F. Location and size of framing hardware. i.e.: hold downs, straps, clips, saddles, etc.
- G. Location of shear walls with references to shear panel schedules.
- H. Framing details and location of stair well, crawl access, or other openings.
- I. References to details and section views.
- J. Floor sheathing and nailing requirements.

### 4. Roof Framing Plan

- A. Notes and specifications.
- B. Size, spacing, and direction and type of and rafters and/or trusses.
- C. Size and location and type of beams, purlins, headers, and other vertical load carrying members.
- D. Location and size of framing hardware.
- E. Location of shear walls with references to shear panel schedules.
- F. Framing details for attic access, hips, valleys, etc.
- G. Roof sheathing and nailing requirements.

### 5. Floor/Architectural Plans

In addition to the following items, plans for additions need to show all existing adjacent rooms.

- A. A code analysis including (as applicable) construction type, allowable height and area, use group classification, identification of each space including use group for that space and occupant load, maximum travel distance, common path of egress, required and provided exit widths, exit access, exit, and exit discharge/access to public way, automatic sprinkler requirements, fire resistant rated assemblies, handicapped accessibility, and any other code related information. One plan for each level.
- B. Floor area of new building or addition.
- C. Dimensions.
- D. Identification of all rooms.
- E. Doors and windows, cross-referenced to schedules.
- F. General notes and references to details and section views.
- G. Location of plumbing and electrical fixtures.
- H. Size and location of any LPG appliances. Include method of providing combustion air and location of vents.
- I. Note mandatory California Energy Commission requirements and other Title 24 energy compliance information.
- J. Location of all new and existing fireplaces and/or woodstoves.
- K. Location of all new and existing kitchen appliances.

### 6. Elevations

- A. Exterior view of all elevations identified by compass orientation. Include lot slope.
- B. Accurate topography adjacent to structure.
- C. Building height relative to topography.
- D. Doors, windows, and other openings.
- E. Vertical dimensions.
- F. Exterior finishes.
- G. Finished floor elevations including garage floor.

### 7. Section Views

- A. Complete stair, ramp, handrail, and guardrail information as applicable. Interior and exterior finishes including building wrap/weatherproofing as applicable.
- B. Vertical dimensions including headroom requirements.
- C. Insulation type and location including vapor barrier information.
- D. Roof covering specifications including material classification, flashing, underlayment/ice shield, and snow restraint devices as applicable.
- E. References to details.

## 8. Details

Sufficient details must be shown to clearly explain the method of construction and means of connection.

These may include, but are not limited to, the following:

- A. Design of fire resistive assemblies.
- B. A method of maintaining fire resistive integrity in walls, floors, and roofs around penetrations, etc.
- C. Shear transfer connections.
- D. Post and beam connections.
- E. Section views of foundation and retaining walls showing size, spacing, and location of reinforcing.
- F. Details of sound transmission requirements.

## 9. Structural Calculation

- A. Identification of input and output data. Appropriate identification of member analyzed.
- B. Stamp and signature of the licensed professional responsible for the calculations.
- C. Calculations performed by any person must bear the name, address, and phone number of the author.

## 10. Title 24 Energy Documentation

Submit appropriate forms to verify compliance with Title 24 energy requirements.

## III. OTHER PLANS & SPECIFICATIONS

The following additional information may be required.

1. **Soils Report:** A report from a licensed professional engineer may be required due to soil conditions or code requirements.
2. **Grading Plan/Permit:** The Engineering Division will determine if this is required based on the proposed construction.
3. **Electrical Plan:** Drawing shall be submitted for systems exceeding 400 amps. A licensed architect or engineer shall design systems exceeding 600 amps.
4. **Electrical Load Calculations**
5. **Mechanical Plan**
6. **Plumbing Plan**
7. **Disabled Access Requirements:** Plans must show access, egress, and sanitary facilities for disabled persons.
8. **Architect or Engineer Stamp and Signature**  
This is required for any project that is not a one or two family residence or a townhome, or if there is a deviation from standard engineering details.

## IV. PLAN CHECK CORRECTIONS

Any corrections that need to be made on the plans must be made on the original drawings. The corrected plans are then submitted for recheck. All corrections/changes other than those that are directly related to plan review responses must be clearly identified.

Anytime more than one back check is required for the original corrections, an additional plan check fee is required. The additional fee will be based on the Building Official's published hourly rate.

## V. OTHER AGENCIES

In addition to those departments that review your plans within the Mammoth Lakes Town Offices, it may be necessary to get approval from one or more of the following outside agencies.

- Mammoth Lakes Fire Protection District
- Mono County Health Department
- Mammoth Community Water District
- Mammoth Unified School District
- Southern California Edison Company