

	<p><b>General Building Information for Submittals</b></p> <p>CITY OF HIGHLAND BUILDING DIVISION 27215 BASELINE, HIGHLAND, CA 92346 (909) 864-8732</p>	<p>Bulletin</p> <p>May 2017</p>
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### **General Building Information**

The City of Highland enforces the California Building Codes as adopted by the California Building Standards Commission with adopted City amendments. Code adoption and amendments may be found in the Municipal Code, Title 15. There are a set of Policies that cover an array of construction situations. It is recommended all applicants review the policies for applicability to their project.

The Planning Division has a process for all new structures proposed within the City of Highland. This process will need to be completed prior to submitting construction plans to Building and Safety.

Grading applications and permits for commercial and tract housing are to be obtained from the City Public Works Department at City Hall. The Building and Safety Division will provide grading plan review, permit and inspections for residential additions and for single new family residential structures.

When applying for a building permit, submit the appropriate City permit application/s related to your project along with the listed number of plans. Additional plan sets may be needed based on the project. All plan submittals are to be made at the Building Counter in City Hall.

Provide three (3) plan sets that include; Plot/Site design, Structural Plans and Details, Electrical Plans, Electrical Load Calculations, Plumbing Plans/Isometrics, Mechanical Plans, HVAC Duct Layout Plans, Roof and Floor Truss Plans and Details, Title 24 Energy Calculations, Energy Reports and Forms, Precise Grading Plans, Site Accessibility Plan and Details, Conditions of Approval Packages, Temporary Fence Plan.

Additionally, two (2) sets of; Geology Report, Soils Report, Structural Calculations, Truss Engineering Calculations, Commissioning Plan (When Required), Fire Sets, and one (1) Approved Health Department Plans.

Differed submittals for roof trusses and/or sprinklers are to be submitted prior to issuance of building permits. Fire and Sprinklers plans will be routed through Building and Safety. Prior to approval for issuance of building permits and again for permit finals, City staff will route an approval list to City divisions and outside agencies to verify their approvals.