



CITY OF HIGHLAND
BUILDING & SAFETY DIVISION

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

RESIDENTIAL PLAN CHECK SUBMITTAL

New Residential & Room Addition plans submitted for plan check must meet the minimum requirements listed below. Residential plans will include but will not be limited to: New dwellings, townhouses, condominiums, tracts, additions, garages, and all detached buildings on a residential property. Incomplete, unbound, defaced, faded, unprofessional, and/or illegible plans will not be accepted.

A complete application for Plan Check shall be submitted with the following:

- Three (3) Complete sets of plans* for plan check
- Two (2) sets of structural design calculations
- Two (2) sets of complete Truss Packages (Structural design calculations, Layout, notes, etc.)
- Two (2) sets of Preliminary Soils Reports
- One (1) Fire Flow test from East Valley Water District (hydrant nearest to your project)
- Two (2) sets of any other applicable calculation or report
- Payment of the plan check deposit will be required at the time plans are submitted for plan check.

THE PLANS MUST BE FULLY DIMENSIONED, STAPLED, DRAWN TO SCALE. SUFFICIENT SIZE (24"x36" Minimum) AND CLARITY TO INDICATE THE LOCATION, NATURE, AND EXTENT OF THE WORK PROPOSED. SHOW IN DETAIL HOW THE PROJECT WILL CONFORM TO THE PROVISIONS OF THE CURRENT CODES, RELEVANT LAWS, ORDINANCES, RULES, AND REGULATIONS.

*** PLANS SHALL CONSIST OF THE FOLLOWING:**

- TITLE SHEET:** Title or name of project, address and APN number of the property, owner information, clearly defined scope of work proposed, sheet index or table of contents, code year edition, occupancy classification, use zone, type of construction, occupant load, square footage of building, and whether the proposed or existing structure is sprinklered or non-sprinklered. Any deferred submittals and special inspections should be noted on the title sheet.
- CONDITIONS OF APPROVAL:** Projects with Conditions of Approval for Design Reviews, Tentative Tract Maps, Parcel Maps, Conditional Use Permits, or other similar entitlements; the conditions shall be included within the plan set.
- PLOT PLAN (SITE PLAN):** Draw to scale, indicating all property lines, show all existing buildings and location of the proposed new building. Indicate the distance to property lines and all other structures on the property. Indicate square footage of all existing structures, the square footage of the property and lot coverage calculation. Indicate all utility and sewer locations. The fire hydrant location that is use for fire flow test needs to be detailed and dimensioned from the hydrant, as the hose lays along fire department access, to the furthest point of any structure (additions and new structures).
- FLOOR PLAN:** Draw to scale. Indicate all openings, doors, window sizes, and header sizes. Identify all rooms. Indicate all electrical switches, lights, outlets and location and size of main service. Indicate all plumbing fixtures. Indicate the location, make, model number and size of the furnace unit, AC unit, and water heater. Indicate all ceiling and floor joist size and spacing, and direction on the floor plan. Indicate all mandatory features and devices on the floor plans as required by Title 24.
- MECHANICAL, ELECTRICAL, PLUMBING (MEP's):** Draw to scale and fully dimensioned plan that provides appropriate details that include but not limited to mechanical and ventilation plans, electrical plans, and plumbing plans as needed based on the project submittal. Signed fire sprinkler plans and calculations (unless deferred).
- FOUNDATION PLAN:** Draw to scale, consisting of fully dimensioned plans showing all footing locations, types and footing sizes. Foundation details shall indicate size, width and depth of footings with appropriate connection details. Indicate anchor bolt size, spacing and type. Show rebar pattern. Show slab thickness (mesh and visqueen type and size, if required).
- FRAMING CROSS SECTION:** Draw to scale and fully dimensioned. Indicate wall framing sizes and spacing. Indicate rafter sizes and spacing, ceiling and floor joist size and spacing. Indicate all header, beam and girder sizes. Indicate size and type of top and bottom plates. Indicate all bracing and shear walls. Indicate footing sizes and anchor bolt spacing and size. Indicate all wall, floor and ceiling insulation type, thickness and R value. Indicate type and size of interior and exterior wall finish. Indicate roof pitch, type and size of roof and floor sheathing and roofing material. Indicate wall bracing, purlins, roof rafters, and ridge.

EXTERIOR ELEVATIONS: Draw to scale and fully dimensioned. Show front, rear, left and right sides, of the proposed building. Indicate direction each elevation faces; north, south, etc. Indicate all exterior finishes.

TRUSS PLAN / ROOF PLAN: Draw to scale and fully dimensioned. Indicate roof pitch, size, grades, direction and spacing of rafter. Identify roofing material. If tile or wood shake or wood shingle, submit the I.C.C. approval number. Indicate all hips, valleys, ridge and purlins. Indicate sheathing type and thickness. All roofing material must comply with the City's requirements for fire area and note that the roof is a class "A" assembly. A complete truss package will be required if conventional construction is not used. If trusses are to be used, submit two complete sets of truss plans from the roof truss company including a roof truss layout. Truss plans, calculations and layout sheet must be stamped by the engineer of the truss manufacturer AND the engineer of Record for the entire structure.

STRUCTURAL PLANS: Provide to scale and fully dimensioned plans depicting any structural modifications, details, required structural observations as needed and document correlation to other drawing sheets such as Architectural, Mechanical, Electrical, Plumbing, Demolition, etc.....

DETAILS: Draw to scale. Show sufficient details on the plans to clearly explain all structural connections. This will include any and all construction notes, property data, door and window schedules, etc.

ENERGY CALCULATIONS: Include within the plan set, energy compliance reports/calculations showing compliance with Title 24 Part 6 for residential building. Energy calculations must also be signed by the designer.

GREEN CODE REQUIREMENTS: Mandatory measures must be included into plan set.

ENGINEERING CALCULATIONS: If engineering calculations are required by plan check, or are required due to the type of construction, submit two complete sets of engineering calculations with the engineer's original wet signature on both sets. The plans and calculations must correlate.

SOLAR (PHOTOVOLTAIC) PLANS: Provide complete submittal package as required by the solar submittal guidelines that include but is not limited to a single line diagram, structural load calculations, and solar construction details and specifications.

GRADING PLANS: A separate grading permit will be required if more than 50 cubic yards of earth are moved, one foot of fill is used, or if you have a 2' cut. See the City's *Residential Lot Grading Submittal Requirements* for more information. Submit three complete drawn to scale and fully dimensioned sets of grading plans and two preliminary soils reports for plan check. A building permit will not be issued until the grading permit has been issued (where required). A final compaction report and letter of pad certification must be submitted to the Building Division prior to the footing inspection.

Note: 1. Grading Plans which are included in any Building Plan Set shall be for reference only
2. Grading for projects other than Single Family Residential Lots shall be regulated by the City's Engineering Division.

SEPTIC SYSTEMS: All structures are required to be connected to Sewer, where available, subject to East Valley Water District review. All new, replacement, and expansion Onsite Waste Treatment Systems (OWTS) must obtain approval by the Santa Ana - Regional Water Quality Control Board, for compliance with the states OWTS policy prior to submitting for a Building permit.

APPROVALS: Before the building permit will be issued, all plans will be approved by all applicable City Departments (Building & Safety, Planning, Engineering, Public Services, Fire Prevention, etc.). Applicant will need to obtain the Unified School District Receipt of Payment. Owner/Contractor will need to complete a Construction Demolition Program Application and gain approval by the public services division. Where applicable provide proof of ownership with Tax Assessor's Parcel Number (APN). All Development impact fees are due prior to final Inspection. **All applicable conditions of approval must be met and maintained. All department signoffs are required prior to calling for final inspection by Building and Safety.**

Before a building permit will be issued and prior to final occupancy, the following City department approvals may apply:

- Building & Safety Department
- Planning Department
- Engineering Department
- Public Services Department - C&D Program Approval
- Fire Prevention Department
- Redlands or San Bernardino Unified School District - Receipt of Payment.
- East Valley Water Department
- Ana - Regional Water Quality Control Board (RWQCB) - Projects requiring Septic Systems

INSPECTIONS: Request for building inspections can be received in the office of Building and Safety by 4:00 pm the business day before the requested inspection. Call the number provided on the job card or schedule the inspection at the Building Counter. See the City's website for more information

Note: This is not an all-inclusive list but rather a minimum submittal guide. Review and approval from other departments such as Planning, Fire Prevention Department, Quality of Life, and Municipal Utilities and Engineering may be required. Upon complete plan submittal, the plans will be reviewed and may require additional submittal documents for consideration as part of the plan check and permitting process.