



**CITY OF FORTUNA, CALIFORNIA**  
**Community Development Department**  
**Building and Safety Division**  
 621 11<sup>th</sup> street  
 Fortuna, California 95540  
 Phone: 707-725-7600 - Fax: 707-725-7610

## **RESIDENTIAL PLAN SUBMITTAL CHECK LIST**

Plans shall be dimensioned and drawn to scale upon suitable material, shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and in conformance with codes, laws, ordinances, rules, and regulations.

(California Building Code, Appendix section 106.1.1.; City of Fortuna (FMC) Municipal Code)

Submitting the following plans and documentation when applying for a building permit will ensure a more effective plan review and building inspection process. The check boxes below are designed to assure the submittal is complete. The boxes under City will be checked off by the Building and Safety Division staff and the boxes under applicant shall be checked or initialed by the applicant and the signature page signed to verify that all items listed below have been submitted. If all of these items have not been submitted the application will be considered incomplete and will be rejected.

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<b>1. General</b>	
a.	Complete a City of Fortuna Residential permit request form.
b.	Submit (four (4) complete sets of plans) <ol style="list-style-type: none"> <li>1. <u>Building Division</u>: two (2) sets of complete plans stamped and signed by registered design professional.</li> <li>2. <u>Planning Division</u>: one (1) set of site plan with survey and topographic map, one (1) set of floor plans, and one (1) set of all four exterior elevations.</li> <li>3. <u>Engineering Division</u>: one (1) set of site plan including survey and topographic map, one (1) set of Erosion prevention plan and one (1) set of floor plans.</li> </ol>
c.	The size will be on standard size paper. Please obtain approval for plans over 24" x 36"
d.	Show project scope/description, code analysis, vicinity map, location, symbol index, abbreviations, sheet index and project information. (persons/company involved)
e.	Architectural and Engineering plans sheets and calculations shall be stamped and wet-signed by the project architect and/or engineer of record.
f.	Plans must be legible and of adequate quality for digitizing (copying).
g.	Flood Elevation Certificate if applicable to this site and project.

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<b>2. Code Analysis - Cover Sheet shall include the following information.</b>	
a.	Edition of the latest codes used.
b.	Project Name, location, addressing, suites, subdivision lot & unit number and parcel number.
c.	Occupancy Classification & Type of Construction for every space within the building.
d.	Fire rating & openings at exterior walls?
e.	Height of structure and number of stories.
f.	<u>Remodeling</u> : Proved information off types of plumbing fixtures that are being removed: Plumbing fixtures that are to staying and all new plumbing fixtures being installed.

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<b>3. Site Plan</b>		Scale for site plan 1/16" = 1'0" or 1' = 10'0"
a.	Project Name, location, addressing, suites, subdivision lot & unit number and parcel number.	
b.	Boundary survey and topographic survey documentation completed, stamped and signed by a professional licensed to perform such services. (All property boundary corners are to be identified on plans as either "found" or "set"; contours shall be shown in two foot intervals).	
c.	Provide existing and finished grades levels to show the established datum for the site.	
d.	Provide set back, dimensions from property lines to location of proposed buildings. Including 100 year flood plane.	
e.	Show existing and proposed parking & landscaping.	
f.	Vicinity map with north arrow showing property location.	

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<b>4. Energy Requirements. - California Title 24 Energy Standard Required Documents.</b>	
a.	Approve Residential Building 2005 Energy Standards Programs accepted by the state of California Energy Commission. See <a href="http://www.energystandards.com">www.energystandards.com</a> for most current versions.
b.	Is the CF-1R Form signed and dated by Designer and Applicant or agent. (located page 3)
c.	Does the building "Comply" according to the Title 24 report? (first page of F-1R)
d.	Is the correct Climate Zone modeled on the Title 24 report? (first page of F-1R)

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<b>5. Erosion Prevention Plan requirements:</b>		Items listed below need to be provided.
a.	(B.M.P.'s.) Best Management Practice: <ol style="list-style-type: none"> <li>1. Effective temporary erosion control barriers such as fiber rolls for disturbed soil areas, including their proposed locations (along/parallel to contours) and a section view showing their correct installation for all areas of soil disturbance.</li> <li>2. Permanent Erosion Prevention Methods to be verified prior to obtaining FINAL BUILDING INSPECTION SIGNOFF and CERTIFICATE OF OCCUPANCY.</li> </ol>	

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<b>6. Footing and Foundation Plans</b>		Scale for plans 1/4". details & sections 3/8" min
a.	Dimension finish grade to top of slab and top of foundation wall.	
b.	Provide completely dimensioned foundation plans of all walls, supports, footings, and piers. locations for variation(s) in height of retaining walls	
c.	Define approximate locations where variations in retaining wall heights occur.	
d.	Show perimeter drainage systems.	
e.	If slab on grade. Show details of concrete strength, damp-proofing, insulation and materials.	
f.	Crawl space access doors size and locations.	
g.	Slab thickness, reinforcing, and steel.	
h.	Mud sill types, sizes, anchor bolt sizes, lengths, spacing, and square washers.	
i.	Hold down types, anchor sizes, and locations. Provide hold down and anchor bolt spacing schedules on foundation plan.	
j.	Girders, posts, pier connection requirements.	
k.	Provide information for concrete strength	



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<b>9. Details &amp; Cross Sections Plans</b>		Scale for plans 1/4" details & sections 3/8" min
a.	Show floor, deck, ceiling, roof and wall assemblies.	
b.	Provide all structural details.	
c.	Provide dimensions including floor to ceiling heights of all habitable areas.	
d.	Indicate members, materials, finishes, weather proofing, etc. of construction.	
e.	Sections through all stairs, landings, and stairwells, including headroom clearances, rise, run, handrails, landings and picket spacing.	
f.	<u>All call outs and details provided in calculations must be on plans.</u>	
g.	Sections through exterior walls showing all details of construction from footing to highest point of the roof. Sections or details must have framing sizes, connections, and nailing shown on them or they will be considered incomplete.	
h.	Cross sections are required to demonstrate method(s) of construction. More than one may be required to demonstrate various methods of construction.	
i.	Indicate methods of ventilation for roofs/attics and crawl space. Venting per CBC requirement. (PROVIDE CALCULATIONS).	

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<b>10. Exterior Elevation Plans</b>		Scale for plans 1/4". details & sections 3/8" min
a.	Separate elevations of front, rear, and both sides, including hidden walls blocked by other portions of building, showing all materials, finishes, siding, exposed foundation walls, rock work, trim, roofing materials, etc.	
b.	Show locations of all chimneys for fireplaces and wood appliances. Show required clearances and heights of chimneys and chases. Chimney and vent heights are to comply with California Building Codes.	
c.	Show locations of all gas appliance vents for direct vent appliance on elevations.	
d.	Show height of building at lowest and highest points in feet from natural grade to roofline.	
e.	Provide a representation of HD locations occurring at each level on elevation drawings.	
f.	Topographical site plan elevations are to be accurately reflected on elevations for existing and proposed grade conditions. If exterior grade is to be revised, provide both existing (natural) grade line and proposed finished grade line.	

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<b>11. Structural Plans</b>		Scale for plans 1/4". details & sections 3/8" min
a.	Identify the edition of the code and standards that are the basis of design.	
b.	Provide foundation and retaining wall plan.	
c.	Show reinforcing sizes and details.	
d.	Provide floor framing plan.	
e.	Provide roof framing plan.	
f.	Provide sections and details of construction.	
g.	Provide structural steel framing layout and details.	
h.	Provide dimensions, locations and sizes of all structural members in sufficient detail including hardware(s) and hold-down(s).	
l.	Specify design loads on plans.	
j.	Provide lateral design and details.	
k.	Provide steel building/timber frame plans as needed.	
l.	<u>All call outs and details provided in calculations must be on plans.</u>	

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<b>12. Electrical Plans</b>		Scale for plans 1/4". details & sections 3/8" min
a.	Location of all appliances and equipment on plans (electrical may be on separate plan or part of floor plans).	
b.	Location of all electrical equipment, including meter/main panel, sub-panels, switches, outlets, fixtures, exterior outlets/fixtures, smoke detectors, etc.	
c.	Plans shall represent proper spacing of outlets on plan, not just a general note pertaining to the required spacing.	
d.	Proper spacing and types of electrical outlets in kitchen and bathrooms called out.	
e.	Electrical plans shall show all required permanently installed fixtures to be either high efficacy or be controlled by an occupant / dimmer sensor, per current energy standards. Locations shall be shown on electrical plan(s).	
f.	Note the requirements for circuit sizing, separate circuits, appliance circuits, arc faults, etc.	

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<b>13. Plumbing Plans</b>		Scale for plans 1/4". details & sections 3/8" min
a.	Provide plumbing drawing and schematic drawing for the plumbing supply, waist, vents and gas.	
b.	PEX plumbing is allowed on an case by case basis after the approval from the Building Official – Alternate Material and Method process. Provide manufactures information packed of product proposed. Provide Installers Certification Card. (MANIFOLD TYPE SYSTEMS ARE REQUIRED)	
c.	Gas schematics are to be drawn and signed by a licensed plumber, HVAC contractor or engineer of record.	
d.	<u>Remodeling – On cover sheet:</u> Proved information off types of plumbing fixtures that are being removed: Plumbing fixtures that are to staying and all new plumbing fixtures being installed.	

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<b>14. Deferred Submittal(s)</b>		Scale for plans 1/4". details & sections 3/8" min
a.	Manufactured trusses.	
b.	???	
c.	???	

<b>RESIDENTIAL - PLAN SUBMITTAL CHECK LIST</b>	
<p>The owner and/or contractor and/or engineer and/or architect must sign all the plans. Even if no structural work is being proposed, plans are to be reviewed for compliance with the requirements of the California Building Codes and City of Fortuna Ordinances</p>	
<p>I certify that I have read, understood and have submitted plans and information complying with the requirements contained in this checklist. I further understand that the Building and Safety Division only spot-checks my plans and buildings when performing their plans review and inspections. It is my responsibility to comply with these requirements, California Building Codes and City of Fortuna Municipal Code, knowing that the Building and Safety Division will not compromise life, safety or code compliance for any reason.</p>	
Signature of Applicant: _____	Date: _____
Applicant Print Name: _____	APN: _____ - _____ - _____

