CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION AND DEVELOPMENT
BUILDING INSPECTION DIVISION

Plan Submission Guidelines/Definitions

The following information, if applicable, shall be included on, or with ALL plans submitted for buildings and accessory structures:

1. **The Designer's Name:** When the drawings are prepared by a California licensed architect or registered professional engineer, that person must wet sign and seal all drawings and calculations as appropriate.

2. **A Plot Plan:** Show the outline of the Assessor's Tax Parcel and the location and use of all existing and proposed buildings. Plan details must include parcel dimensions, building setbacks from all property lines, distance between buildings, off-street parking, driveways, sewer lines or septic tank and leach field locations, percentage of the lot covered by buildings, scale of the drawings, and a north arrow. Also, specify the owner's name, the site address, and the Assessor's Parcel Number.

3. **A Foundation Plan:** Show dimensions and depths into bearing soil of all foundation components. Indicate foundation anchoring details, reinforcements, crawl-space clearances, ufer ground, vents and access. Any foundation system that deviates from the standard foundation system described in the Uniform Building Code shall bear the seal of a registered civil or structural engineer or licensed architect, and have supporting calculations to substantiate the design. Foundation design criteria shall be in accordance with data provided in an accompanying soil report.

4. **A Floor Plan:** Show complete dimensions. Include location of smoke detectors, all appliances, heating system, electrical outlets, fixtures, attic and underfloor access, door and window types and sizes (tempered or thermal glass as required), other important structural elements, fire protection in attached garages, and any other information necessary to show that the building will meet all applicable codes. Also indicate the gross floor area of all floors/levels and those to be heated.

5. **Exterior Elevation:** Submit elevations of all sides of the building. Show building height in feet, and indicate the difference in elevation between the highest point of the structure (not including antennas, etc.) and the highest and lowest ground elevation at the exterior foundation of the structure.

6. **Cross Section:** Show cross sections for as many areas as necessary to completely describe the structural layout. Include details for connections, insulation placement, ceiling heights, and/or other necessary or unusual details.

7. **Framing Plans:** Submit framing plans for floor, ceiling, wall and roof framing indicating dimensions, materials, sizes, spacing, and connection details of all structural framing members.

8. **Roof Plan:** Indicate roof layout, pitches, slope directions, roof covering, sheathing and underlayment.

9. **Construction Details:** Detailed cross-sections of foundation components, anchoring, structural member connections, seismic connections, and other pertinent construction details.

10. **Soil Report:** A soil report maybe required for all new buildings. A soil report may not be required for building additions and remodel work, depending on the extent of work. A soil report shall be compiled by a registered soil or civil engineer and include, as a minimum, the following:
    i. A plot showing the location of all test borings and/or excavations.
    ii. Descriptions and classifications of materials encountered.
    iii. Elevation of the water table, if encountered.
    iv. Recommendations for foundation type and design criteria including bearing capacity, provisions to minimize the effects of expansive soils and effects of adjacent loads.
    v. Expected total and differential settlement.

11. **Manufacturers' Engineering Reports:** These are required for ALL prefabricated structural framing components.

12. **Title 24, State Energy Calculations:** A Certificate of Compliance (CF-1R) for residential and (ENV-1) for non-residential, with all applicable signatures, shall appear on plans. Provide heat loss calculations or specify the Alternative Component Package used. Show all Mandatory Measures on the plan. For point system or computer method compliance, submit 2 copies of calculations.

13. **Electrical, Plumbing and Mechanical Permits:** These are required in addition to the building permit, when applicable. Additional plans, to be included with the building plans may be required for these permits.