



Development
Services

MARCH 2023

LAND DEVELOPMENT MANUAL

Volume I, Chapter 1

Project Submittal Requirements

Section 2A

Construction Permits - Structures

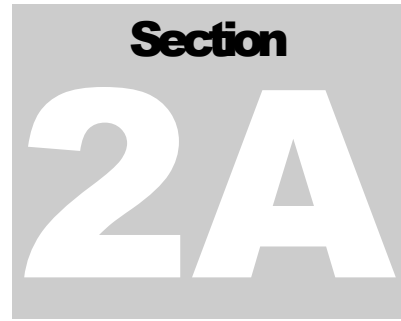
Single Dwelling Unit/Duplex/Townhomes and Accessory Structures

[DEVELOPMENT SERVICES DEPARTMENT](#)

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Construction Permits – Structures

Single Dwelling Unit/Duplex and Accessory Structures

Introduction

Construction permit review is a review of construction plans. The review is ministerial in that the permit is approved if the regulations are met or denied if the regulations are not met. This section covers submitted construction permit applications that are issued for the construction or improvements to buildings and other structures.

Prior to beginning the preparation of a construction permit submittal, refer to the Important Steps to Project Approval in Section 1 of this Manual for essential information that can save you time in the project submittal process. Section 1, Guide to the Project Submittal Process, will identify those projects which may be eligible for Rapid Review, as well as provide information to help you determine if other permits are required prior to the submittal for a construction permit.

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required for construction permits, and for new, and additions to, single-dwelling units/duplexes, townhomes, and accessory structures.

The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specially required by the Submittal Matrix or the Checklist.

LAND DEVELOPMENT MANUAL PROJECT SUBMITTAL PROCESS

Section 1	Guide to the Project Submittal Process
Section 2	Construction Permits – Structures
Section 2A	Single Dwelling Unit/Duplex/Townhomes and Accessory Structures
Section 3	Construction Permits - Grading and Public Right-of-Way
Section 4	Development Permits/Approvals
Section 5	Subdivision Approvals
Section 6	Policy Approvals

Prescreen

It is necessary to evaluate all projects being submitted to ensure that all of the required information is provided in order to review the project. This is known as prescreening. Once it is determined that your submittal documents are complete and the appropriate plan check fees are paid, your application is deemed complete and accepted into plan check.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, plan review comments, want some confirmation or to voice a concern, ask for a second opinion. We guarantee a second opinion upon request (see [Information Bulletin 610](#), "Project Issue Resolution").

PROJECT SUBMITTAL REQUIREMENTS

Active Project Management

An Active Project Manager may be assigned to new subdivisions and master plan development projects or may be requested for projects with a customized review or approval process.

For more information regarding Project Management Services and related fees, see [Information Bulletin 501](#).



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Submittal Requirements Matrix

Construction Permits – Single Dwelling Units/Duplexes, Townhomes, and Accessory Structures

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)														
See Minimum Submittal Requirements Checklist, Construction Permits – Single- Dwelling Unit/Duplex and Accessory Structures for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same plans if the required information is clearly identified.	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0
	General Application Package	Historical Resources Information	General Requirements - All Plans	Site Plan Package	Architectural Package	Structural Package	Landscape Construction Package	Brush Management Plan	California Energy Documentation	Structural Calculations	Truss Plans and Calculations	Residential Fire Sprinkler System	Geotechnical Investigation Report	Other Technical Studies	Fees [501]
COMBINATION BUILDING PERMIT (129.0202)															
Accessory Structure (Retaining Wall, Fence, etc.)	✓	(✓)	✓	✓	(✓)	✓	(✓)	(✓)		(✓)			(✓)		✓
Residential-Factory Built Housing (Title 24)/ Manufactured Homes (Title 25)/ Modular Homes (Title 25)	✓	(✓)	✓	✓	✓	(✓)	(✓)	(✓)				(✓)	(✓)	(✓)	✓
Residential – Single Dwelling/Duplex and Townhomes	✓	(✓)	✓	✓	✓	✓	(✓)	(✓)	✓	(✓)	(✓)	(✓)	(✓)	(✓)	✓
Residential – Additions/Remodels (other than 1-story Single Dwelling/Duplexes)	✓	(✓)	✓	✓	✓	✓		(✓)	✓	(✓)	(✓)	(✓)	(✓)	(✓)	✓
Residential – Single Dwelling/Duplex Additions and Remodels (1-story)	See Information Bulletin 140, "How to Obtain a Permit to Build a Residential Addition/Alteration"														
Residential – Master Plans	See Information Bulletin 114, "How to Establish and Permit Residential Units per Master Plan"														
LEGEND: (✓) = Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist ✓ = Applies to all Plans Required (142.0402) = Land Development Code Section Reference															



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Minimum Submittal Requirements Checklist
Construction Permits – Single Dwelling
Unit/Duplex, Townhome and Accessory
Structures

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. Staff will review your documents against this checklist. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail may not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Where the word “**Conditional**” appears before the document and/or detail, this information will be required if those conditions are applicable to the proposed project. Where the word “**Recommended**” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, the recommended items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles. All other detail is required unless not applicable to your project.

Item No.	Requirements
1.0	GENERAL APPLICATION PACKAGE
1.1	Water Meter Data Card (DS-16): Must be completed and submitted for any project that includes new plumbing fixtures. A separate card must be completed for each new or modified water meter. Both new and existing fixtures (if any) must be listed on each card.
1.2	Conditional - Photographic Survey: Projects proposing new structures or additions to existing structures on sites that contain Environmentally Sensitive Lands (steep slopes, sensitive biological resources, etc.) must provide a Photographic Survey. Color photographs must be taken from the project boundaries at four or more locations, with on- and off-site views, within at least 50 feet of the property line, including any slopes. The number of photographs will vary depending on the size of the project site; however, the quantity must be sufficient to adequately view the entire site. The photo survey should include views for evaluating factors such as the need for brush management, vegetation, environmental adjacency issues, and/or comparisons between the proposed project and the existing neighborhood. The photographs must be in <u>color</u> and include a key map indicating the location and direction each photograph was taken.
1.3	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement and draft permit conditions. To obtain this agreement and draft permit conditions, contact your Development Project Manager.
1.4	Storm Water Requirements Applicability Checklist (DS-560): Must be completed and scanned onto the construction plans for all projects.
1.5	Conditional - Affordable Housing Requirements Checklist (DS-530): Required for all residential projects proposing 10 or more dwelling units outside of the Coastal Overlay Zone, five or more dwelling units within the Coastal Overlay Zone, and to all condominium conversion development of 2 or more dwelling units.
2.0	HISTORICAL RESOURCES INFORMATION
2.1	Conditional - Potential Historical Resource: If the project site contains a structure that is 45 or more years old AND is not a designated Historic Site/Structure or within a Historical District additional documents are required, see Information Bulletin 580 (Potential Historical Resource Review) for additional submittal requirements.

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
2.2	Conditional - Designated Historical Site or District: If the project site/structure is designated Historical OR located within a Historical District, see Information Bulletin 581 (Designated Historical Resource Review) for submittal requirements.

3.0 GENERAL REQUIREMENTS - ALL PLANS

- 3.1 **Title Sheet:** Provide, in a table format, the following information on the first sheet of the plans:
- **Scope of Work** - Include a bullet point narrative that details the complete scope of work for which the Building is being requested.
 - **Sheet Index** - List all sheets included in the plan package.
 - **Project Team** - List name and phone number of all design professionals including engineers, architects, designers.
 - **Property Owner** name(s) and address(es).
 - **Legal description and Assessor Parcel Number(s)** for the property on which the development is proposed.
 - **Lot Size**
 - **Uses** - Existing and proposed (e.g., single dwelling unit, duplex, townhome)
 - **Type of Construction** of existing and proposed structures per the California Building Code or California Residential Code.
 - **Occupancy Classification(s)**, existing and proposed, per the California Building Code or California Residential Code.
 - **Number of stories** (existing and proposed).
 - **Building Code year** used for the design of the project.
 - **Related Approvals** - List all related approvals required under separate permits (e.g., approved development permits, Grading Permits, Right-of-Way Permits, Plumbing Permit for private utilities, Request for Alternate, Agreements, etc.)
 - **Zoning** designation and/or overlay zone designations (Coastal, Coastal Height Limit, Airport Influence Area, etc.).
 - **Floor Area Ratio (FAR)** - Provide the proposed FAR for properties with a FAR regulation.
 - **Floor Area Summary** - For new construction and additions, provide the gross floor area (existing area to remain, new area, and total area) per floor.
 - **Dwelling Units Summary** - Required for all projects proposing one or more dwelling units. List all dwelling units per [Income category \(AMI\)](#) on a table.

Units Proposed * Categories per Income							
	Bonus	Extremely Low	Very Low	Low	Moderate	Above Moderate	Total DUs
<i>Total per category</i>	5	0	0	4	0	18	22
Address 1	3	0	0	2	0	10	12
Address 2	2	0	0	2	0	8	10

Bonus: Density bonus dwelling units authorized by [San Diego Municipal Code](#)

- **Dwelling Unit Demolition or Alteration** - Identify the number of existing dwelling units that are proposed for demolition or alteration that were at any point during the 5-year period preceding this application either subject to a recorded covenant ordinance or law that restricts rents for very low income or low income households, or are or were occupied by very low income or low income households. If none, please indicate "0" or "none."
- **Landscape area** square footage for water conservation purposes.
- **Storm Water Tabulations:** Existing and proposed impervious area (S.F.); Total area of lot disturbance (defined as area where vegetation, topsoil, or overburden has been removed, or where topsoil, spoil, and processed waste has been placed, including landscaping).
- **Storm Water Quality Notes**
- **Conditional: Reasonable Accommodations** - If you are proposing deviations to setbacks, building heights and/or floor area ratio for the purpose of reasonable accommodations for accessibility, include in scope of work and clearly show on site plan, floor plan and sections/elevations.
- **Conditional: Voluntary Accessibility Program (LDC Section 145.4001)** - If requesting incentives through the Voluntary Accessibility Program, describe the project development incentives in the development summary and identify each building as "CBC 11A required" on the site plan.

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements				
3.2	Scale: The architectural site plan, grading plan, topographic map, and landscape plans should be prepared on the same scale.				
3.3	Legend: Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.				
3.4	Key Map: Projects requiring multiple base sheets must include a graphic key map on each sheet that indicates its relationship to the entire project.				
3.5	<p>Recommended Page Limit: Plans exceeding the number of sheets noted in the table below must be divided into volumes.</p> <table border="1" data-bbox="394 527 703 667"> <thead> <tr> <th data-bbox="394 527 703 562">Page Limit per Volume</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 562 703 598">200</td> </tr> <tr> <td data-bbox="394 598 703 634">150</td> </tr> <tr> <td data-bbox="394 634 703 667">100</td> </tr> </tbody> </table>	Page Limit per Volume	200	150	100
Page Limit per Volume					
200					
150					
100					
3.6	<p>Conditional - Responsible Charge: Plans shall be prepared, stamped and signed by either a California registered architect or California professional engineer in accordance with Business and Professions (B&P) Code Sections 5535 thru 5538, unless otherwise exempt per B&P Code Section 5537. List on the title sheet the design professional's (engineer or architect) name and company name of who prepared the plans or are in responsible charge. Note: Stamped plans may be submitted without a signature but must be signed prior to permit issuance; however, all calculations must be stamped and signed at time of project submittal</p>				
4.0	SITE PLAN PACKAGE (see Information Bulletin 122, How to Prepare a Site Plan).				
4.1	Property Lines: Show and label all property lines with dimensions.				
4.2	Setback Lines: Show and label all required and proposed setback lines.				
4.3	Easements: Show and label all existing and proposed easements, including the type of easement.				
4.4	Street/Right of Way: Show and label all existing and proposed streets, sidewalk, curb cuts, driveways, curb to property line distances. Indicate any separate permit for proposed improvements in the public right of way or public service easements.				
4.5	Off-Street Parking: Show all "off-street" parking spaces that are not within a structure. Identify any disabled parking spaces and provide parking calculations.				
4.6	Drainage: Show existing and proposed drainage patterns, including roof drains and area drains.				
4.7	Structures and Hardscape: Show location and dimensions of all existing and proposed buildings and structures, including accessory structures such as fences, walls, trash enclosures, patio covers. Hardscape (pavement) shall be delineated and identified by a symbol/pattern. Show and label the dimensions between structures and to property lines. Label year constructed for all existing buildings.				
4.8	Best Management Practice (BMP) Plan: Show all construction BMPs, permanent construction BMPs, post construction BMP'S, and Low Impact Development (LID) design features and details. Label as BMP Sheet (see Information Bulletin, "How to Prepare a BMP Plan").				
4.9	Impervious Surface: Show all buildings, structures, and edges of all pavement and other impervious surfaces.				
4.10	Separation Distances: Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.				
4.11	Contours: Provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five- and ten-foot contour intervals may be acceptable provided spot elevations are called out as necessary for the analyst to properly understand the character of the site. <u>Show contours off-site within 50 feet of the property line.</u>				
4.12	Utilities: Show all existing and proposed utilities on the property and adjacent right of way, including hydrants, vault, transformers, electrical meter, electric sub-panels, poles, water meters, water and sewer lines etc. Also, include size and type of existing and proposed utility.				

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
4.13	Refuse & Recycling Areas: Show and label the location, including dimensions of existing and proposed refuse and recycling materials storage areas.
4.14	Projections: Show all architectural projects such as stairs, balconies, eave overhangs etc.
4.15	Conditional - Environmentally Sensitive Lands: Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year flood plains, sensitive coastal bluffs, and setbacks from these boundaries.
4.16	Conditional - Plumbing Site Plan: For new buildings, include the size and layout of the building sewer, point of connection to the public sewer, and clean outs.
4.17	Conditional - Fire Access and Hydrant Drawing: If the project has a previously approved fire access and hydrant plan as part of a prior Development Permit or Subdivision approval, a copy of the stamped and approved site plan must be submitted.
4.18	Cal Green Standards: Provide notes and details to show compliance with the California Green Building Standards Code.
4.19	Erosion Control Plan: Show location of all construction BMP's. Reference Water Pollution Control Plan/Report.
5.0	ARCHITECTURAL PACKAGE This package consists of floor plans, elevations, roof plans, building sections, door & window schedules, and architectural details. Note: Factory-Built Housing/Manufactured Homes - Provide plans approved by the State of California (HCD).
5.1	FLOOR PLAN - Provide a floor plan of all floors; indicate use of all rooms (existing and proposed); show all balconies. For factory-built housing or manufactured homes, provide HCD-approved plans.
5.1.1	Dimensions: Show dimensions on floor plans.
5.1.2	Floor Levels: Indicate all floor levels (i.e. ground floor, second, third, etc.).
5.1.3	Doors and Windows: Identify and show all doors and windows. Cross reference doors and windows to the door and window schedule.
5.1.4	Conditional - Demolition Floor Plan: Where portions of any structure within the Coastal Overlay Zone or a Designated Historic Structure, or previously conforming uses are to be demolished or altered, and where a prior discretionary approval for the proposed scope of work has not been obtained, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows all walls, windows and doors changed, exterior walls enclosed by new construction, areas where top/bottom plates, and studs have been removed, changed and/or modified. Include a wall matrix listing all walls in both linear feet and percentages removed and remaining. Note: Removal of more than 50 percent of the existing exterior walls requires a Coastal Development Permit per Municipal Code Section 126.0704.
5.1.5	Conditional - Plumbing Fixtures: When present, show all existing, proposed and relocated plumbing fixtures.
5.1.6	Conditional - Plumbing & Mechanical Equipment: For single dwelling unit projects, show location, size, make and model of proposed heating equipment and water heater. (May be shown on separate mechanical plans.)
5.1.7	Conditional - Electrical Smoke Detectors/Carbon Monoxide Alarms: show all existing, proposed and relocated smoke detectors and carbon monoxide alarms.
5.1.8	Conditional - Stairways & Elevators: Indicate the location and travel direction of all stairways.
5.1.9	Conditional - Roof Access: When present, show location of roof access stairs and ladders.
5.1.10	Conditional - Fire Resistive Construction: Where fire resistive construction is proposed, show fire resistive construction components of the building on the floor plans. These components may include occupancy separation walls, rated shafts, fire walls, fire barrier, fire partitions, and other rated means of egress systems.
5.1.11	Recommended - Grid Lines: The grid lines specified on the architectural plans must be consistent with grid lines shown on structural plans.

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
5.2	ELEVATIONS - Required for new construction or alterations that impact the exterior of the buildings and shall include the following:
5.2.1	Elevation Labels: Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be drawn accurately to scale and fully dimensioned.
5.2.2	Grades: Clearly show and label existing and proposed grades.
5.2.3	Floor Elevations: Indicate all finished floor elevations.
5.2.4	Building Height: Indicate building heights as defined by LDC Section 113.0270 and the California Building Code. For Coastal Height Limits, see Technical Bulletin BLDG-5-4 .
5.2.5	Architectural Details: Show and label exterior architectural details and location of all windows, doors, balconies, and other architectural features.
5.3	Conditional - ROOF PLAN: Required for all new construction or any modification to the existing roof and shall include the following:
5.3.1	Spot Elevations: Show and label spot elevations for all roof peaks, ridges, low points.
5.3.2	Roof Detail: Show all hips, valleys and ridges, drains and overflow drains.
5.3.3	Material: Show roofing material with complete specifications.
5.3.4	Screening Elements: Indicate any mechanical equipment and details of any architectural screening element.
5.3.5	Conditional - Vents/Skylights/Chimneys: Show location and type of all roof vents, chimneys and skylights if applicable. Dimension distance to protected wall assemblies when applicable.
5.4	BUILDING SECTIONS - Required for new construction and shall include the following information:
5.4.1	Framing: Show sections across floors, walls, and roof and include the insulation R values.
5.4.2	Elevations: Show finish floor and roof level elevations.
5.4.3	Conditional - Ceilings: Show ceiling framing, height of ceiling, suspended ceiling, dropped ceilings and soffits.
5.4.4	Conditional - Architectural Projections: Show all interior and exterior architectural projections. Include stairs, balconies and eave overhangs.
5.4.5	Conditional - Stories: Provide cross section views of the building such that the numbers of stories are clearly identified. Cross reference building sections to architectural floor and site plans.
5.4.6	Conditional - Stairs, Shafts, and Elevators: Show stairs, shafts, elevators in the building cross section.
5.5	DOOR AND WINDOW SCHEDULES
5.5.1	Door and Window Schedules: The schedule should include size, type, hardware, fire and Sound Transmission Class (STC), U value (overall coefficient of thermal transmission), and SHGC (Solar Heat Gain Coefficient) for all fenestration.
5.5.2	Recommended - Finish Schedule: Provide a finish schedule. This schedule should include finishes for walls, ceilings, and floors.
5.6	ARCHITECTURAL DETAILS
5.6.1	Stairs, Handrails and Guardrails: Provide dimensioned architectural details of all stairs, handrails and guardrails.
5.6.2	Recommended - Fire Resistive Details: When proposed construction involves fire resistive details, provide fire resistive assemblies of walls, ceilings, floors, roofs, shafts and penetrations.

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
6.0	<p>STRUCTURAL PLAN PACKAGE Structural Plan Package is required for all construction that involves any new construction, modification to existing structure or additions to existing structures. The structural plan package includes schedules and construction specifications, foundation plans, framing plans and structural details. When proposing a manufactured home (Title 25) or mobile home (Title 25) structural plans and calculations are not required for those elements that have state approval (i.e. house framing plans). We do need plans for factory-built housing (Title 24). These plans are also approved by the state and are used to build and inspect factory-built homes.</p>
6.1	<p>SCHEDULES AND CONSTRUCTION SPECIFICATIONS</p>
6.1.1	<p>Structural Notes</p>
6.1.2	<p>Nailing Schedule: When the construction involves wood components, provide a complete nailing schedule consistent with the California Building Code or the California Residential Code.</p>
6.1.3	<p>Construction Specifications: Provide complete construction specification for materials used on the project. The materials may include concrete, wood, steel, masonry, etc.</p>
6.1.4	<p>Conditional - Shear Wall Schedule: Show shear wall schedule, if applicable (wood construction) and identify all shear walls specifications, and nailing requirements.</p>
6.1.5	<p>Conditional - Statement of Special Inspection: List special inspection(s) required per Building Newsletter 17-1, when applicable.</p>
6.1.6	<p>Recommended - "Basis of Structural Design" information: The "Basis of Structural Design" information must include design loads such as dead, live, wind, and seismic, seismic design criteria information, soil profile information and condition of soil information.</p>
6.2	<p>FOUNDATION PLAN - Provide the following details on foundation plans: Note: When using State of California HCD or HCD-recognized agency-approved foundation system for manufactured homes or factory-built housing, provide a copy of approved plans.</p>
6.2.1	<p>Dimensions: Show completely dimensioned foundation plans. The foundation plan must incorporate the foundation system as recommended in the Geotechnical Investigation Report.</p>
6.2.2	<p>Retaining Walls: Show location, height and complete details of all proposed site retaining walls. A Geotechnical Investigation Report for retaining walls over six feet is required.</p>
6.2.3	<p>Footings and Grade Beams: Show continuous and spread footings and grade beams. Include dimensions, reinforcement size and spacing.</p>
6.2.4	<p>Anchors/Bolts: Show location, size and spacing of hold down anchors and anchor bolts.</p>
6.2.5	<p>Conditional - Slab Details: Show slab thickness, size and spacing of reinforcing steel, including tendon layout for post tension slab. Show under slab vapor retarder and capillary break when required by CalGreen.</p>
6.2.6	<p>Conditional - Caissons and Piers: Show size and dimensioned location of caissons and piers. Specify rebar size and spacing when the foundation system includes caissons and piers. A Geotechnical Investigation Report is required.</p>
6.2.7	<p>Conditional - Design: A licensed professional engineer must design the foundation system when the foundation is supported on expansive soils or fill soils per Chapter 18 of the California Building Code or Section R401.4 of the California Residential Code. A foundation and Geotechnical Investigation Report may also be required.</p>
6.3	<p>FRAMING PLANS - FLOOR, ROOF & CEILING</p>
6.3.1	<p>Framing Members: Show the material, size, spacing and location of all framing members. The framing members include headers, beams, girders, floor joists and/or trusses and ceiling framing.</p>
6.3.2	<p>Posts/Columns: Identify posts and columns on the plans by size, type, location and spacing.</p>
6.3.3	<p>Framing Members: Show direction, span, and spacing of all framing members.</p>
6.3.4	<p>Diaphragms: Specify type and thickness of floor and roof diaphragms.</p>
6.3.5	<p>Roof framing: Identify all ridge, hip and valley members by size and framing system.</p>

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
6.3.6	Bearing & Shear Walls: Identify bearing walls, and shear walls above and below floor/roof levels.
6.3.7	Nailing: Identify roof and floor diaphragm nailing pattern. Shows nail type, size and spacing.
6.3.8	Conditional - Reinforcing Steel: Show reinforcing steel grade size and spacing for post-tension and conventionally reinforced concrete members.
6.3.9	Conditional -Lateral Load Resisting Frames: Identify by type and location of all lateral load resisting frames on the plans. Provide frame elevations and cross reference to the detail sheets.
6.3.10	Conditional - Solar Photovoltaic (PV) System: Show support system for ground and roof PV installations. Show method of attachment to the supporting system.
6.4	STRUCTURAL DETAILS - Details shown on the construction documents should be specific to the project. All details not applicable to the project must be either removed from the project documents or be noted as being "not applicable."
6.4.1	Cross Section: Provide cross section details of all free-standing walls, structures, and fences.
6.4.2	Framing Detail: Provide framing detail of all walls, floors, roofs, stairs. Specify size, type, spacing of all members.
6.4.3	Shear Transfer Details: Provide shear transfer details (show blocking, nailing, bolts).
6.4.4	Conditional - Connection Details: Provide connection details representative of the assumed framing and support elements used in the engineering of the structural system of the project. The connection details should include connection for all structural elements such as columns, beams, walls, floor framing elements. Show all hardware, nails, welds, and reinforcing bars.
7.0	Conditional - LANDSCAPE CONSTRUCTION PLAN: Refer to Municipal Code Table 142-04A in Section 142.0402, 141.0302(b)(2)(F) for Accessory Dwelling Units, and 143.1403 for Climate Action Plan Consistency Regulations to determine if your development proposal will require a landscape plan. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapter 15 of the Municipal Code). Where the Planned District refers to City-wide regulations, use Table 142-04A to determine if your development proposal will require a landscape plan. The intent of the Landscape Plan is to illustrate that the landscape design concepts are consistent with Landscape Regulations, Landscape Standards and other applicable regulations such as Grading, and guidelines for Steep Hillides, Coastal Bluffs and Beaches. Please refer to our website for additional landscape plan information .
7.1	PLANTING PLANS: Planting plans are construction documents that graphically represent the installation of a planting design proposed for the site and/or erosion control. The planting plans must provide the following details:
7.1.1	<p>Legend: Provide the following information in the legend, by category (e.g., trees, shrubs and ground cover):</p> <ul style="list-style-type: none"> • Symbol for all proposed plant materials. • Botanical names and common names. • Quantities of plant material, container size and on center spacing for ground covers. • Mature height/spread of trees and shrubs. • Form for each plant symbol, such as broad, ovate, weeping, columnar, etc. • Function for each plant symbol, such as screening, shade, accent, rhythm.
Symbols for existing plant material to remain or to be removed. Note on the plans if none.	
7.1.2	<p>Conditional - Tree Shading Diagram: Provide the following information in a diagram:</p> <ul style="list-style-type: none"> • A landscape plan showing planting scheme for all areas within the Furnishing Zone; • Tree canopies drawn to scale representing the estimated canopy at a ten-year growth period based on species specified; • The total area in square feet of the Throughway Zone; • The total area in square feet of the shaded area provided by tree canopies over the Throughway Zone. • The percent achieved of shaded area to Throughway Zone area.

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
7.2	Irrigation Plan: New development with 500 square feet or more of landscape area and landscape rehabilitation projects with a landscape area of 2,500 square feet or greater must provide an irrigation plan, including MAWA and ETWU formulas from Appendix E of the Landscape Standards. Provide symbols on the irrigation plan and legend that graphically define the size and type of various irrigation products and materials such as: irrigation sub-meter, back flow preventer, controller, rain shut-off switch, valves, pipe and irrigation heads. On the legend, provide irrigation materials by size, product names, manufacturer, gallons per minute, spray pattern, radius, arc and the precipitation rate.
7.2.1	Point of connection (POC): Provide the point of connection (POC) and the Static pressure in the street, including working pressure and the feet per second of the system design.
7.2.2	Details: Provide irrigation details and number them consistent with the legend. Provide details such as; backflow, controller, rain shut off switch, valves, wire caps, trenching depths, irrigation heads by type and use. Provide a reference to the specification section that applies.
7.2.3	Recommended - Specifications: Provide irrigation specifications.
7.2.4	Recommended - Reclaimed Water: When proposing to use reclaimed water for irrigation, indicate on plans and provide the name of the Water District and Area.
7.2.5	Soil Management Report: New development with 500 square feet or more of landscape area and landscape rehabilitation projects with a landscape area of 2,500 square feet or greater must provide a Soil Management Report as defined in Title 23 of the CCR, Chapter 2.7 .
8.0	Conditional - BRUSH MANAGEMENT PLAN: Required when the site is adjacent to native or naturalized vegetation (see section 142.0412).
8.1	<p>Brush Management Plan: Provide a brush management plan depicting the following:</p> <ul style="list-style-type: none"> • Structural setback from all slopes steeper than 25% and over 50 feet in vertical height. • Show zone 1 and 2 graphically with dimensions and labels. • Provide zone 1 and 2 requirements (142.0412 (g) & 142.0412 (h)). Include notes (g) and (h) on the plan. • Provide a clear representation of the planting scheme to be used in Zone 1 and 2. Use symbols on the plan and identify those symbols in a legend. <p>Indicate graphically and with notes, any and all structures in Zone 1. Non-combustible or fire rated structures may be permitted subject to department approval.</p>
8.2	<p>Brush Management Program: Provide a description of the proposed Brush Management program with the following information:</p> <ul style="list-style-type: none"> • Provide detailed description of the implementation for each zone, including the method of thinning and pruning in Zone 2. • A long-term maintenance program and notes (include time of year for thinning for each Zone and the party responsible for monitoring maintenance). • Provide Table 142-04H indicating the Zone depths that the Brush Management plan was designed. • Provide note on plans - Pre-construction meeting shall be held prior to work beginning. Meeting required to outline Brush Management Program.
9.0	<p>Conditional - CALIFORNIA ENERGY DOCUMENTATION</p> <ul style="list-style-type: none"> • Required for all new buildings and additions to building except accessory structures or non-habitable areas.
9.1	<p>Conditional - Forms for Low Rise Residential Buildings: 1) When using Prescriptive approach: Submit CF-1R and MF-1R (must be on the plans and signed by a licensed professional or the owner as per California Business and Professions Code); CF-SR, WS1R through WS3R as applicable, WS4R and WS5R. 2) When using Performance approach, submit a complete performance package using the most current version of California Energy Commission (CEC) approved computer program.</p>

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
10.0	Conditional - STRUCTURAL CALCULATIONS Required for all new buildings and structures and for modifications to existing buildings and structures. Buildings that qualify as conventional construction as defined in the California Building Code or the California Residential Code may not require structural calculations.
10.1	Responsible Charge: First sheet of calculations shall include the name, stamp, and signature of the licensed engineer or architect who prepared or is responsible for the calculations.
10.2	Design Loads: Tabulate and itemize, on the first sheet of the calculations, the DESIGN LOADS used on the project. These loads will include dead loads, live loads, seismic and wind lateral loads. (Show summary of assumptions made in the engineering design.)
10.3	Construction Details: All construction details shown in the structural calculations must be on the plans and cross referenced to applicable locations on the roof, floor or foundation plans.
10.4	Computer Generated Calculations: All computer-generated structural calculations must be based upon the governing building codes. Provide documentation showing compliance with this requirement that shows the programming logic of computer-generated or computer calculated structural calculations. There are several standardized recognized and accepted programs that may not need this documentation to be presented at submittal.
11.0	Conditional - TRUSS PLANS AND CALCULATIONS When prefabricated trusses are proposed, plans must be accompanied by truss calculations and details and must meet the following submittal requirements.
11.1	Plans: The framing plan for the roof or floor shall include a complete layout of the trusses with the identification of the trusses. Name and address of the manufacturer of trusses must be shown on truss framing plan. Truss framing plan and each sheet of the truss detail and specifications shall be stamped and signed by the California registered civil or structural engineer in responsible charge of design of trusses.
11.2	Details: Shear transfer details compatible with the truss system must be shown on the plans.
11.3	Design Loads: A summary of the loading criteria for the design of the trusses must be shown on the plans.
11.4	Truss Calculation: Provide truss calculations, indicating loading criteria and member sizes. The first page of truss calculations and each page showing truss details and specifications shall be stamped and signed by the California registered civil or structural engineer in responsible charge of design trusses.
11.5	Responsible Charge: All sheets of truss calculations and truss drawings and details must meet the stamped and signed by the California registered civil or structural engineer in responsible charge of design of trusses.
11.6	Identification: Each truss shall be identified with a truss identification number which is referenced on floor or roof framing plans.
11.7	Design Loads: The specified dead, live and seismic or wind lateral loads used in the design must be comparable to the design loads assumed in the engineering calculations of the building.
11.8	Loads: Any special loading conditions on trusses such as concentrated drag or chord loads must be shown on the plans.
11.9	TPI-1: The design, manufacturing and quality assurance of metal-plate-connected wood trusses shall be in accordance with TPI-1. Truss manufacturer shall include a copy of the manufacturer's TPI-1 quality assurance certification with the truss drawings.
12.0	Conditional - RESIDENTIAL FIRE SPRINKLER SYSTEM Residential fire sprinklers shall be submitted as required by the California Residential Code, Group R-3 occupancies complying with the California Building Code, and per Technical Bulletin RESD-3-1, "Protection of Existing Buildings with Residential Fire Sprinklers." Fire sprinkler plans may be deferred (see Information Bulletin 188, Deferred Submittals).

PROJECT SUBMITTAL REQUIREMENTS

Item No.	Requirements
12.1	Fire Sprinkler Plans - See Information Bulletin 124, "How to Obtain a Permit for Residential Fire Sprinklers."
13.0	Conditional - Geotechnical Investigation Report A geotechnical investigation report shall be submitted as required by the San Diego Municipal Code Section 145.1803 and Table 145.1803. See the City's Guidelines for Geotechnical Reports for information. A geotechnical investigation report shall be submitted as required to address Storm Water Standards (see 14.1 for additional information on submittal requirements). See the Storm Water Standards (specifically Appendixes C and D) for additional information on geotechnical investigation requirements.
13.1	Project and Site Specific: The Geotechnical Investigation Report must be specific to the proposed project and project site.
13.2	Responsible Charge: Geotechnical Investigation Report and other geotechnical documents must be stamped and signed by appropriately licensed professionals as required by State law.
13.3	Date: Geotechnical Investigation Reports shall not be more than three years old unless accompanied by an addendum geotechnical investigations report or update letter less than three years old that states the finding, conclusions, and recommendations remain valid for the proposed project.
14.0	Conditional - OTHER TECHNICAL STUDIES
14.1	Conditional - Storm Water Quality Management Plan (SWQMP) Required for all priority development projects as listed on the Storm Water Requirements Applicability Checklist (DS-560). Must be stamped and signed by a registered professional engineer.
14.2	Conditional - Water Pollution Control Plan: Required for all projects that create soil disturbance of 5,000 square feet to 43,559 square feet, or projects that create soil disturbance over the entire project area with a grade differential of 5 feet or more. Minor Water Pollution Control Plan (DS-570): Must be completed and scanned onto the construction plans.
14.3	Conditional - NOISE STUDY A noise study is required for all new and additions to single family dwellings, duplexes and townhomes when noise levels exceed 60dB due to airport noise.
15.0	FEES (See Information Bulletin 501, Fee Schedule for Construction Permits-Structures) The deposit and application fees as identified in Information Bulletin 501 must be paid at the time the projects submitted. Checks must be made payable to the "City Treasurer" for the exact amount owed. Invoices can be paid in person by appointment (click HERE) or using our on-line payment system through OpenDSD for PTS-XXXXXX projects, or through DSD Online Services PRJ-XXXXXX.