



THE CITY OF SAN DIEGO

JANUARY 2011

LAND DEVELOPMENT MANUAL

Volume I, Chapter 1

Project Submittal Requirements

Section 2A

Construction Permits – Structures

Single Dwelling Unit/Duplex and Accessory Structures

[DEVELOPMENT SERVICES DEPARTMENT](#)

1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

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Section 2A

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. **Note:** A Building Permit for a construction permit application must be issued within 360 calendar days from the date of submittal (LDC Section 129.0211).

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 will identify those projects which may be reviewed over-the-counter by appointment, 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, for new and additions to single-dwelling units/duplexes and accessory structures. The plan quantities indicated on the Submittal Matrix are estimated based upon project type. To establish exact quantities prior to submittal, phone (619) 446-5300 to schedule a pre-

**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 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

submittal meeting. At the pre-submittal meeting, staff will review the plan/documents and determine the number of copies needed for review. 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 specifically required by the Submittal Matrix or the Checklist.

The Municipal Code permits certain uses with limitations. These are identified as a “limited” (“L”) use in the Use Regulations Tables in Chapter 13, Article 1, Divisions 1-6 (Base Zones). These limitations may restrict uses to certain locations or may be subject to compliance with supplemental regulations. In most cases, compliance with the limited use regulations is reviewed concurrently with 1) an application for a building permit, or 2) an application for a Business Tax Certificate. When the proposal for a new use on a property does not require a building permit, a separate “Limited Use/Zoning

PROJECT SUBMITTAL REQUIREMENTS

Use Certificate” application for those uses identified on the Submittal Matrix will be required.

Completeness Review

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 the completeness review. In all cases the completeness review will be done while you wait. Once it is determined that your submittal documents are complete and the appropriate plan check fees are paid, your application is deemed complete and distributed for review.

Guaranteed Second Opinion

If for any reason you disagree with the results of your completeness review, just want some confirmation or to voice a concern, just ask for a second opinion. We guarantee a second opinion upon request.

PROJECT SUBMITTAL REQUIREMENTS



City of San Diego
 Development Services
 1222 First Avenue, Ms 302,
 San Diego, CA 92101- 4101
www.sandiego.gov/development-services

Submittal Requirements Matrix
Construction Permits – Single Dwelling
Units/Duplexes and Accessory Structures

APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page)																													
<p>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.</p> <p>The plan quantities indicated are estimated based upon approval type. To establish the exact number of copies needed prior to submittal, phone (619) 446-5300 to schedule a pre-submittal meeting.</p>	1.0	General Application Package	2.0	Historical Resources Information	3.0	General Requirements - All Plans	4.0	Site Plan Package	5.0	Architectural Package	6.0	Structural Package	7.0	Landscape Construction Package	8.0	Brush Management Plan	9.0	Title 24 Energy Documentations	10.0	Truss Plans and Calculations	11.0	Residential Fire Sprinkler System	12.0	Soils Report	13.0	Geotechnical Reports	14.0	Acoustical Report	15.0	Fees [501]
BUILDING PERMIT (129.0202)																														
Accessory Structure (Retaining Wall, Fence, etc.)	1	(1)	✓	4	(4)	4	(4)						(1)	(2)									(1)	(2)	(1)				✓	
Residential – Factory-Built Housing	1	(1)	✓	6	6	(6)		(1)	1	(1)			(1)	(2)	(1)								(1)	(2)	(1)				✓	
Residential – Single Dwelling/Duplex and Townhouses	1	(1)	✓	6	8	8	(6)	(1)	1	(1)	(1)		(1)	(2)	(1)								(1)	(2)	(1)				✓	
Residential Additions/Remodels	1	(1)	✓	5	5	5		(1)	1	(1)			(1)										(1)						✓	
LEGEND: 1 = Number of Copies Required ✓ = Applies to all Plans Required	(1) = Number of Copies Required if project meets the conditions as identified within the Minimum Submittal Requirements Checklist (142.042) = Land Development Code Section Reference [000] = Information Bulletin Number																													



City of San Diego
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**Minimum Submittal Requirements Checklist
 Construction Permits – Single Dwelling
 Unit/Duplex 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 will 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 the proposed project meets those conditions. 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, these 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	General Application (DS-3032): See instructions on back of application form for more detail.
1.2	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.
1.3	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, <u>within at least 50 feet of the property line</u> , 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 color (minimum size 3”x5” and maximum size of 8”x10”) and provided on a CD-R that also includes a key map indicating the location and direction each photograph was taken. CD-R should be labeled "Photos".
1.4	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. To obtain this agreement contact your Development Project Manager.
1.5	Conditional - Storm Water Requirements Applicability Checklist (DS-560): Must be completed for all projects except interior alterations.
1.6	Conditional - Affordable Housing Requirements Checklist (DS-530): Required for all residential projects proposing 2 or more units.

PROJECT SUBMITTAL REQUIREMENTS

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 in a Historic District, see [Information Bulletin 580](#) (Potential Historical Resource Review) for submittal 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 **Development Summary:** Provide, in a table format, the following information on the first sheet of the plans:
 - Bullet point narrative that details the project’s complete scope of work, include all existing/proposed improvements.
 - Project Team - List name and phone number of all design professionals including engineers, architects, designers.
 - Legal description and Assessor Parcel Number(s) for the property on which the development is proposed.
 - Owner’s name(s) and address(es).
 - Existing and proposed uses.
 - Zoning designation and/or overlay zone designations (Coastal, Coastal Height Limit, Airport Influence Area, etc.).
 - Any approved development permits (discretionary permits) for the project.
 - Number of stories (existing and proposed).
 - Height of the building (existing and proposed).
 - Gross floor area and floor area ratio (if applicable).
 - Condition of soil (undisturbed, compact fill, or loose fill) when the proposed construction includes new foundation
 - Occupancy classification.
 - The Building Code year used for the design of the project.
 - Landscape area square footage for water conservation purposes.

Conditional: Reasonable Accommodations – If you are proposing deviations to setbacks, building height and/or floor area ratio for the purpose of reasonable accommodations for disabled accessibility, include with development summary and clearly show on site plan, floor plan and sections/elevations.

Conditional: Voluntary Accessibility Program – If requesting incentives through the Voluntary Accessibility Program, describe the project development incentives in the development summary and identify each building as “Voluntary Tier I”, “Voluntary Tier II”, or “CBC 11A required” on the site plan.

Recommended: If the request includes a Limited Use as defined in the Use Regulations Tables in Chapter 13, Article 1, Division 2-6 of the Land Development Code, include any other supplemental development regulations as identified by that use in the Separately Regulated Uses Section of the Land Development Code, Chapter 14, Article 1, Division 3 (e.g., hours of operation, separation requirements from other land uses).
- 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 **Conditional – Responsible Charge:** Plans for all non-exempted structures(see [BNL 1-2](#) for a list of exempted structures) shall be prepared and signed by either a California professional engineer or California registered architect in accordance with Business and Professions Codes. List on the title sheet the design professional’s (engineer or architect) name and company name of who prepared or are in responsible control of plans.
- 3.6 **Recommended - Recorded Permits/Approvals:** List and submit all recorded permits/approvals related to the project. Recorded permits/approval may include copies of covenants, preliminary approval documents, board of appeals approvals, and agreements such as lot tie agreements, easement agreements, building restricted easements, development permits, or special agreements with the City (Hold Orders), if any.

4.0 SITE PLAN PACKAGE (Includes Site Plan and Disabled Accessibility Plans.)

- 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.

PROJECT SUBMITTAL REQUIREMENTS

- 4.4 **Street/Right of Way:** Show and label all existing and proposes streets, sidewalk, curb cuts, driveways, curb to property line distances.
 - 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.
 - 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.
 - 4.8 **Best Management Practice (BMP):** Show all permanent post construction BMP’S.
 - 4.9 **Impervious Surface:** Show all buildings, structures, and edges of all pavement and other impervious surfaces.
 - 4.10 **Buildings/Structures:** Show location & dimensions of all existing (to remain) and proposed buildings and structures (e.g., fences, retaining walls, trash enclosures, patio covers, trellises), use of all existing (to remain) and proposed structures, including number of stories.
 - 4.11 **Separation Distances:** Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.
 - 4.12 **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. Show contours off-site within 50 feet of the property line.
 - 4.13 **Utilities:** Show all existing and proposed utilities on the property and adjacent right of way, including hydrants, vault, transforms, poles, water meters, water and sewer lines etc. Also, include size and type of existing and proposed utility.
 - 4.14 **Refuse & Recycling Areas:** Show and label the location and location, including dimensions of existing and proposed refuse and recycling materials storage areas.
 - 4.15 **Projections:** Show all architectural projects such as stairs, balconies, ease overhangs etc..
 - 4.16 **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.
 - 4.17 **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.
 - 4.18 **Recommended - 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 from the Fire and Life Safety Plans Officer must be submitted.
- 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 HCD or recognized design approved agency plans.

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 or plans approved by a recognized agency.

 - 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 are to be demolished or altered, 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.

PROJECT SUBMITTAL REQUIREMENTS

- 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 **Recommended – Stairways & Elevators:** Indicate the location and travel direction of all stairways.
- 5.1.8 **Recommended - Roof Access:** When present, show location of roof access stairs and ladders.
- 5.1.9 **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, area separation walls, and other rated means of egress systems.
- 5.1.10 **Recommended - Grid Lines:** The grid lines specified on the architectural plans must be consistent with grid lines shown on structural plans.

5.2 ELEVATIONS - Provide the following detail:

- 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 accurately scaled 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 CBC Section 209.
- 5.2.5 **Architectural Details:** Show and label exterior architectural details and location of all windows, doors, balconies, and other architectural features.
- 5.2.6 **Label Buildings:** If more than one building is located on the project site, clearly label each building elevation to distinguish one from the other.

5.3 Conditional - ROOF PLAN: Required for all new construction or any modification to the existing roof that will require a roof plan. Show the following information for roof plans.

- 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 **Recommended - 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 - Provide 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 **Recommended - Ceilings:** Show ceiling framing, height of ceiling, suspended ceiling, dropped ceilings and soffits.
- 5.4.4 **Recommended - Architectural Projections:** Show all interior and exterior architectural projections. Include stairs, balconies and eave overhangs.
- 5.4.5 **Recommended - 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 **Recommended - 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.

PROJECT SUBMITTAL REQUIREMENTS

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 details of walls, ceilings, floors, roofs, shafts and penetrations.

6.0 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.

6.1 SCHEDULES AND CONSTRUCTION SPECIFICATIONS

6.1.1 **Structural Notes:**

6.1.2 **Nailing Schedule:** When the construction involves construction using wood products, provide a complete nailing schedule consistent with Table 2304.9.1 and Table 2306.3.3 of the California Building Code or the Fastener Schedule for Structural Members Table R602.3(1) of the California Residential Code .

6.1.3 **Construction Specifications:** Provide complete construction specification for materials used on the project. The materials may include concrete, wood, steel, masonry, etc.

6.1.4 **Conditional - Shear Wall Schedule:** Provide shear wall schedule, if applicable (wood construction), and identify all shear walls, nailing.

6.1.5 **Recommended – Statement of Special Inspection:** Show summary of special inspection required per Building Newsletter 17-1, if applicable.

6.1.6 **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.

6.2 FOUNDATION PLAN – Provide the following details on foundation plans:
Note: When using HCD or HCD-recognized agency-approved foundation system for manufactured homes or factory-built housing, provide a copy of approved plans or show the following:

6.2.1 **Dimensions:** Show completely dimensioned foundation plans. The foundation plan must incorporate the foundation system as recommended in the soils report.

6.2.2 **Retaining Walls:** Show location and complete details of all proposed site retaining walls.

6.2.3 **Footings and Grade Beams:** Show continuous and spread footings and grade beams. Include dimensions, reinforcement size and spacing.

6.2.4 **Anchors:** Show location, size and spacing of hold down anchors and anchor bolts.

6.2.5 **Conditional - Slab Details:** Show slab thickness, size and spacing of reinforcing steel, including tendon layout for post tension slab.

6.2.6 **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 foundation investigation and report is required.

6.2.7 **Conditional - Design:** A licensed professional engineer must design the foundation system when required by Chapter 18 of the California Building Code or Section R401.4 of the California Residential Code. A foundation and soils investigation report may also be required.

6.3 FRAMING PLANS - FLOOR, ROOF & CEILING

6.3.1 **Framing Members:** Show the material, size, spacing and location of all framing members. The framing members include headers, beams, planks, girders, floor joists and/or trusses and ceiling framing.

PROJECT SUBMITTAL REQUIREMENTS

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- 6.3.2 **Posts/Columns:** Identify posts and columns on the plans by size, type, location and spacing.
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- 6.3.3 **Framing Members:** Show direction, span, and spacing of all framing members.
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- 6.3.4 **Diaphragms:** Specify type and thickness of plywood floor and roof diaphragms.
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- 6.3.5 **Roof framing:** Identify all ridge, hip and valley members by size and framing system.
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- 6.3.6 **Bearing & Shear Walls:** Identify bearing walls, and shear walls above and below floor/roof levels.
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- 6.3.7 **Nailing:** Identify roof and floor diaphragm nailing pattern. Shows nail type, size and spacing.
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- 6.3.8 **Conditional - Reinforcing Steel:** Show reinforcing steel for prestressed and conventionally reinforced concrete members.
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- 6.3.9 **Conditional -Lateral Load Resisting Frames:** Identify by type and location all lateral load resisting frames on the plans. Provide frame elevations and cross reference to the detail sheets.
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- 6.3.10 **Conditional – Photovoltaic (PV) System:** Show support system for ground and roof PV installations. Show method of attachment to the supporting system.
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- 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.”
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- 6.4.1 **Cross Section:** Provide cross section details of all free standing walls, structures, and fences.
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- 6.4.2 **Framing Detail:** Provide framing detail of all walls, floors, roofs, stairs. Specify size, type, spacing of all members.
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- 6.4.3 **Shear Transfer Details:** Provide shear transfer details (show blocking, nailing, bolts).
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- 6.4.4 **Recommended - Connection Details:** Provide connection details representative of the assumed framing and support elements used in the engineering of the structural system of the project. (Examples: DO NOT show TJI framing details when framing is of sawn lumber, DO NOT provide masonry details when walls are of concrete or wood construction, etc.) 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.
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- 7.0 Conditional - LANDSCAPE PLAN:** Refer to Municipal Code Table 142-04A in Section 142.0402. Show location of landscape irrigation sub-meter. If the site is within a Planned District, refer to the specific landscape requirements contained in the Planned District Ordinance (Chapters 10 and 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 the Community Plan, Planned District Ordinance, Landscape Regulations, Landscape Standards and other applicable regulations such as Fence & Walls, Grading, and guidelines for Steep Hillides, Coastal Bluffs and Beaches. Please refer to our website for additional landscape plan information <http://www.sandiego.gov/development-services/industry/landscape.shtml>.
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- 8.0 Conditional - BRUSH MANAGEMENT PLAN:** Required when the site is adjacent to native or naturalized vegetation (see section 142-0412).
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- 8.1 **Brush Management Plan:** Provide a brush management plan depicting the following:
- 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 plan.
 - Provide a clear representation of the planting scheme to be used in zone one and two. Use symbols on plan and provide legend with symbols.
 - Indicate graphically and with notes, any and all structures in Zone 1. Non-combustible or one hour fire rated structures may be permitted subject to department approval.
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PROJECT SUBMITTAL REQUIREMENTS

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- 8.2 **Brush Management Program:** Provide a description of the proposed Brush Management program with the following information:
- Provide detailed description of the implementation for each zone, including the method of thinning and pruning in zone two.
 - 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 Conditional - TITLE 24 ENERGY DOCUMENTATION
Required for all new buildings and additions to building except accessory structures or non-habitable areas.

- 9.1 **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. The certificate of compliance CF-1R and MF-1R must appear on the plans and must be signed by a licensed professional or the owner as per California Business and Professions Code. Computer energy calculations, if any, shall be the most current approved versions (e.g., Cal Res 2, Energy Pro, or Micropass). The complete package must be submitted.

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- 9.2 **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.

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- 9.3 **Responsible Charge:** First sheet of calculations shall include the name of the licensed engineer or architect who prepared or is responsible for calculations.

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- 9.4 **Recommended - 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.)

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- 9.3 **Recommended - 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.

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- 9.5 **Recommended - Computer Generated Calculations:** Submit documentation 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.

10.0 Conditional - TRUSS PLANS AND CALCULATIONS
If roof framing includes prefabricated open-web wood trusses deferred submittal of these components may be acceptable under certain circumstances. Heavy timber trusses, truss joists and other similar engineered wood products cannot be deferred. Roof framing consisting of prefabricated trusses that are allowed to be deferred must meet submittal requirements 10.1 through 10.3. When prefabricated trusses are not deferred, plans must be accompanied by truss calculations and details and must meet the following submittal requirements.

- 10.1 **Plans:** The framing plan for the roof or floor shall include a complete layout of the trusses with or without the identification of the trusses.

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- 10.2 **Details:** Shear transfer details compatible with the truss system must be shown on the plans.

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- 10.3 **Design Loads:** A summary of the loading criteria for the design of the trusses must be shown on the plans.

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- 10.4 **Truss Calculation:** Provide truss calculations, indicating loading criteria and member sizes.

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- 10.5 **Stamp/Signature:** All sheets of truss calculations and truss drawings and details must meet the signature requirements as specified by the Professions and Business Code for architects and engineers.

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- 10.6 **Recommended - Loads:** Any special loading conditions on trusses such as drag and chord loads must be shown on the plans.

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- 10.7 **Recommended - Building Code:** Specify code year used for the design of the trusses.
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PROJECT SUBMITTAL REQUIREMENTS

10.8 **Recommended - Identification:** Each truss shall be identified with a truss identification number which is referenced on floor or roof framing plans.

10.9 **Recommended - 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.

11.0 Conditional - RESIDENTIAL FIRE SPRINKLER SYSTEM
Residential fire sprinklers are required for all new dwellings complying with the California Residential Code and R-3 occupancies complying with the California Building Code. When residential fire sprinkler plans complying with NFPA 13-D or Section R313 of the California Residential Code are not deferred, plans must be accompanied by fire sprinkler calculations and details and must meet the following submittal requirements.

11.1 A site plan to show the water meter location, the size of water meter, the size of water pipe(s) from the meter to the building, and the back flow preventer.

11.2 A detail to show the pipe branch at the meter, and a back flow preventer if used.

11.3 A legible complete floor plan with layout of fire sprinkler piping to all rooms, areas and pipe sizes.

11.4 Location, model number and specifications of all sprinkler heads.

11.5 Calculations for sprinkler system sizing per NPPA 13D or hydraulic calculation by a mechanical or fire protection engineer.

11.6 Plans shall be signed and stamped by a fire sprinkler contractor or a plumbing contractor.

11.7 A signed copy of water meter data card, [\(DS-16\)](#)

12.0 Recommended - SOILS REPORT
A Geotechnical Report may be required 1) for all buildings and structures designed using a soil bearing value greater than 1,500 pounds per square foot (note: the requirement for soils report is not automatically negated when soil bearing value of up to 1,500 pounds per square foot is used); or 2) where new buildings or structures will be supported on compacted fill or expansive soils. For more information on requirements for soils reports see City of San Diego [Guidelines for Geotechnical Reports](#) and [Building Newsletters 18-1, 18-3](#).

13.0 Conditional - GEOTECHNICAL REPORTS
A Geotechnical Report is required depending on the type of project proposed and which hazard category the project site is located within, as identified in LDC Section 145.1802, Table 145-1803). The City of San Diego Seismic Safety Study maps show the hazard categories of all parcels within the City. For more information on Geotechnical Report requirements, see [Building Newsletter 18-3](#).

13.1 **Date:** Report cannot be more than 3 years old unless accompanied by an update letter from the responsible engineer that the report is still current and valid.

13.2 **Site Specific:** Report must be specific to the project site.

13.3 **Stamp/Signature:** Report must be signed and stamped by a registered geotechnical professional.

14.0 Recommended – Acoustical Report
An acoustical report is required for all new duplexes when the site noise level exceeds 60dB CNEL due to traffic or aircraft noise. An acoustical report may also be required for all new construction and additions within an Airport Environs overlay Zone (AEOZ).

15.0 FEES (See [Information Bulletin 501, Fee Schedule for Construction Permits-Structures](#))
The plan check and application fees as identified on Information Bulletin 501A will be collected at project submittal. Checks must be made payable to the “City Treasurer” in the exact amount required as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.