

CITY OF CLEARLAKE
COMMUNITY DEVELOPMENT DEPARTMENT
14050 OLYMPIC DRIVE
CLEARLAKE, CA. 95422
707-994-8201 Fax – 707-995-2653

Plan Review Submittal Guidelines

Drawing Submittal Criteria:

Drawings shall be limited in size from **11" x 17" to 24" x 36"** inches maximum. Plans must be clear and legible; non-legible plans will not be accepted. Scale shall be $\frac{1}{4}$ " per foot for structural and architectural details, and 1 inch = 20 feet for site plans.

Plans must be wet signed by preparer on each page.

Architects and Engineers must affix their (CA Registration) seal and wet sign each page, as well as the cover sheet for all supporting documents. All drawings must conform to design criteria below.

Design Criteria:

- Seismic Design Category #4
- Climate zone 2, no snow load
- Basic Wind speed 85 Mph, Exposure "C"
- 2016 CBC, CRC, CPC, CMC, CGBC, CBC and CFC with 2013 California Health and Safety Code Amendments

Counter Forms to be completed:

- Permit application
- Owner builder/authorization form (*if applicable*)
- Fence permit (*if applicable*)
- Tree removal permit (*if applicable*)

Submittal Plan Documentation:

Two complete sets of legible building plans to include:

- Site Plan with Elevation gradients & drainage direction arrows.
(Pre-approved by Environmental Health if on proposed septic or well system.)
- Architectural plans
 - Floor plans - Roof Plans - Exterior elevations
- Structural plans
 - Foundation Plan - Floor framing plan - Structural framing details
 - Roof framing plan - Cross sectional views
- Relevant information on Plumbing, Mechanical, and Electrical locations.
- Truss Calculations. (May be a deferred submittal, due by the framing inspection)
- Two sets of structural calculations, **when required**, stamped and signed by a CA registered architect or engineer.
- Two sets of T-24 energy calculations, signed by designer and or owner.
- Two sets Sprinkler Plans pre-approved by fire agency. (new stick built construction or construction of 50% or more of existing structure only.)

Specific information required to be on the drawings

Information required on cover sheet:

- Project name and address as well as project owners name, address, and phone, number, and name, address, and phone, number of contact person if not the owner.
- Name, title, address, and phone number of architect or engineer of record. **(If applicable)**
- Assessor's parcel number
- Total square footage of buildings and improvements
- Zoning (Completed by Planning Division as part of Zoning clearance)
- Vicinity map, location and north arrow.
- Stamped and Wet signature of design professional, all sheets **(If applicable)**
- Electrical service size.

Plot/Site Plan:

- **Indicate all Oak trees (If trees are removed, pre-approval is required)**
- Lot dimension showing entire parcel and property lines.
- Building footprint location (provide dimensions to property lines and adjacent structures.)
- Identity building orientation with north arrow
- Direction arrows showing drainage from and on property.
- Grading plan showing existing and proposed elevations.
- Show locations of the following: **(if applicable)**
 - Electric meters/service
 - Septic system
 - Location of well
 - Easements and rights-of-way, etc.
 - Other structures on the property. (Label each existing & proposed structure by its use.)
 - Driveway
 - Propane tank
 - Mandatory requirements of Planning Division and / or use permit.

Architectural and Structural Plans:

- Foundation Plan
- Footing (piers / foundation/ grade beam/ slabs etc.)
- Floor plan (show each floor drawn to scale and fully dimensioned with braced wall panels identified):
 - References to section details.
 - Location of all stairways
 - Identify uses of all rooms
 - Electrical main and sub-panels (outlets/switches, & lighting) smoke detector locations.
 - Plumbing and Mechanical
- Exterior elevations
- Details, architectural / structural / bracing, structural connections (hold-downs / strapping details etc.)
- Cross section

If the property is located in an AE 1331 or AO-1 flood zone, you will be required to submit a bench mark certificate with construction plans and a final elevation certificate prior to the final inspection