

# Single-Family/Duplex Plan Submittal Instructions

## REFERENCE

2016 California Building Code

This bulletin is for projects that involve new construction or structural changes and that need to go through Plan Review.

If your project involves only minor or no structural changes, you likely qualify for Over-the-Counter permit service.

Very simple projects and appliance installations qualify for online permit issuance at [www.sjpermits.org](http://www.sjpermits.org).

Learn which permit service to use by reading our bulletin, [How to Get a Building Permit](#).

**San Jose Permit Center**  
San José City Hall  
200 E. Santa Clara St.  
San José, CA 95113  
408-535-3555

[www.sanjoseca.gov/building](http://www.sanjoseca.gov/building)

This bulletin outlines the common plans, calculations, and forms you may need to provide if you are:

- building a **new home**
- constructing an **addition**
- making **structural changes as you remodel** a room

## GENERAL INSTRUCTIONS FOR PLANS AND CALCULATIONS

Anyone can prepare plans, however, they must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the Building Division may require that the plans, drawings, specifications or calculations for that portion be prepared by or under the direct supervision of a registered engineer or architect. This professional must also stamp and sign the sheets pertaining to this work.

Follow these plan submittal requirements:

|   | <i>Item As Applicable to Your Project</i>   | <i>Reviewed by</i> |
|---|---|--------------------|
| <p><b>PLAN SET REQUIREMENTS</b><br/>Submit 4 sets of all plans</p> <p>Sheet size:<br/>18" X 24"<br/>11" X 17" for smaller projects</p> <p>Plan preparer is to sign all plans.</p> <p>Architect or Engineer is to stamp and sign all pages and wet sign/wet stamp the cover page for Plan Sets and Calculations.</p> | Plans showing changes to site or exterior of building   | Planning Division  |
|   | Building, electrical, mechanical and plumbing plans   | Building Division  |
|   | Flood zone, geologic hazards, grading, changes to curb or right of way  | Public Works       |
|   | Fire prevention requirements in plans   | Fire Department    |
|   | <p><b>Put plans, as applicable, in this order:</b></p> <ul style="list-style-type: none"> <li>▪ Cover Sheet with project description</li> <li>▪ Site Plan, Grading Plan, Landscape Plan</li> <li>▪ Architectural Plan, Elevations</li> <li>▪ Structural Plan, Details</li> <li>▪ Electrical Plan</li> <li>▪ Mechanical Plan</li> <li>▪ Plumbing Plan</li> <li>▪ Title 24 Energy Documents</li> </ul> <p>Plans can be combined for simple projects if clarity is maintained.</p>   |                    |
| <p><b>CALCULATION REQUIREMENTS</b><br/>Submit 2 sets</p> <p>Preparer, Architect or Engineer is to sign and stamp all documents</p>  | <p><b>Required calculations may include:</b></p> <ul style="list-style-type: none"> <li>▪ Structural calculations, vertical and lateral loads</li> <li>▪ Title 24 Energy Calculations and forms for: <ul style="list-style-type: none"> <li>- New construction or alteration of the existing building envelope</li> <li>- CF-1R and MF-1R forms completed, signed, and printed on plans</li> <li>- CF-GR and Insulation Certificate attached to plans</li> <li>- Performance Analysis and Backup forms</li> </ul> </li> </ul> |                    |

**INFORMATION TO INCLUDE ON PLANS.** The following pages outline the minimum information that should be included on each type of plan. This outline pertains to typical projects. Your project or site may require more information than is indicated here. Check with a planner at the Permit Center.

**INFORMATION TO INCLUDE: NEW - NEW HOME | ADD - ADDITIONS | RML - REMODEL**

|  | NEW | ADD | RML |
|--|-----|-----|-----|
| <b>A-1 COVER SHEET</b>   | ●   | ●   | ●   |
| 1. Project Address, Assessor’s Parcel Number   | ●   | ●   | ●   |
| 2. Preparer Name, Title, Registration (if applicable), Address, and Phone Number   | ●   | ●   | ●   |
| 3. Legal Property Owner’s Name, Address, and Phone Number  | ●   | ●   | ●   |
| 4. Scope of Work identifying all work proposed under this permit   | ●   | ●   | ●   |
| 5. Occupancy Groups Classification (e.g., R3 and U) and Type of Construction (e.g., Type VB)   | ●   | ●   |     |
| 6. Gross Area Per Floor, Building Height, Scale  | ●   | ●   | ●   |
| 7. Index of Plans  | ●   | ●   |     |
| 8. Applicable Codes, e.g., 2016 CBC, CRC, CEC, CMC, CPC & Calif. Building Energy Efficiency Standards  | ●   | ●   | ●   |
| <b>A-2 PLOT PLAN - Draw to scale. Show:</b>  | ●   | ●   | ●   |
| 9. Full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, Street Name/s  | ●   | ●   | ●   |
| 10. Small Vicinity Map including North Arrow   | ●   | ●   | ●   |
| 11. Building Footprint and Roof Line with all projections and dimensions to property lines   | ●   | ●   |     |
| 12. Any Recorded Easements and Visible Utilities (meters for electric, gas, and water on site)   | ●   | ●   |     |
| 13. Location of existing fire hydrant within 500 feet of project   | ●   | ●   |     |
| <b>A-3 GRADING PLAN - Drawn to scale. Show:</b>  | ●   |     |     |
| 14. Existing and Proposed grading Plans  | ●   |     |     |
| 15. Pad Elevations, Ground Slope Drainage Scheme and Topographic drawn to 1’-0” Contours   | ●   |     |     |
| 16. Location of existing and proposed Retaining Walls  | ●   |     |     |
| <b>A-4 ARCHITECTURAL PLANS</b>   | ●   | ●   |     |
| 17. Demolition Plan listing quantity of friable asbestos, if any, to be removed  | ●   | ●   | ●   |
| 18. Foundation and Structural Floor Framing plans  | ●   | ●   | ●   |
| 19. Floor plans, existing and proposed   | ●   | ●   | ●   |
| 20. Exterior Elevations  | ●   | ●   |     |
| 21. Structural Material Specifications   | ●   | ●   | ●   |
| 22. Structural and Architectural Details   | ●   | ●   | ●   |
| 23. Typical Cross Sections in each direction   | ●   | ●   | ●   |
| 24. Shear Wall & Holdown Plan with table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns and bolts             | ●   | ●   | ●   |
| <b>A-5 DETAIL SHEETS as applicable. All details and sections should cross reference.</b>   | ●   | ●   | ●   |
| 25. Window Schedule detailing egress, safety glazing, and any skylight-approved listing numbers  | ●   | ●   | ●   |
| 26. Door Schedule listing sizes and types  | ●   | ●   | ●   |
| 27. Flashing: Vertical and Vertical-to-Horizontal junctures of materials   | ●   | ●   | ●   |
| 28. Footing, Piers and Grade Beams: Detail all post-to-beam, post-to-footing and beam-to-beam connections or call out approved metal connectors. | ●   | ●   | ●   |
| 29. Post and Girder Connections  | ●   | ●   | ●   |
| 30. Roof: Eaves, Overhangs, Rakes and Gables   | ●   | ●   |     |
| 31. Floor Changes such as wood-to-concrete flashing details  | ●   | ●   | ●   |
| 32. Handrails, Guardrails and Support Details  | ●   | ●   | ●   |
| 33. Structural Wall Sections with details at foundation, floor and roof levels   | ●   | ●   | ●   |

|  | NEW | ADD | RML |
|--|-----|-----|-----|
| 34. Stairway Rise and Run, Framing, Attachment and Dimensions of Members                           | ●   | ●   | ●   |
| 35. Shear Transfer and Holdown Bolt details  | ●   | ●   | ●   |
| 36. Prefabricated Fireplace with approved listing number   | ●   | ●   | ●   |
| <b>A-6 ROOFS AND TRUSSES</b>   | ●   | ●   |     |
| 37. Roof Framing Plan with truss I.D. number and manufacturer's name                               | ●   | ●   |     |
| 38. Truss Plans reviewed and stamped approved by responsible design professional                   | ●   | ●   |     |
| 39. Detail of all truss splices, connections, plate sizes and hangers                              | ●   | ●   |     |
| 40. Show all trusses including gable bracing and bridging  | ●   | ●   |     |
| <b>A-7 MECHANICAL, PLUMBING AND ELECTRICAL COMPONENTS</b>  | ●   | ●   |     |
| 41. Location of HVAC equipment and size, noting BTU/HR output                                      | ●   | ●   | ●   |
| 42. Locations of plumbing fixtures, listing all required dimensions                                | ●   | ●   | ●   |
| 43. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels | ●   | ●   | ●   |
| <b>TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS AND CALGREEN</b>                                  | ●   | ●   | ●   |
| 44. CF-1R and MF-1R forms completed, signed and printed on plans                                   | ●   | ●   |     |
| 45. CF-GR and Insulation Certificate attached to plans   | ●   | ●   | ●   |
| 46. Performance Analysis and Backup forms included   | ●   | ●   |     |

**OTHER DOCUMENTS OR PLANS**

Depending on the project, other documents or plans may be required. Examples include:

- Soils Report and Geologic Hazard Study if in a Geologic Hazard Zone
- Pools and Spas
- Demolition of Structures on site

**REQUIRED FORMS**

When you submit your plans, include the following forms:

- **Building Permit Application**
- **Single-Family/Duplex Project Scope and Submittal Form**