



This handout is designed for assistance in Single Family Dwelling Plan Submittal to the Building and Safety Department. Omission of any of the following plan review items shall be deemed an Incomplete Submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2022 California Code of Regulations, Title 24 – Residential Building, Electrical, Mechanical, Plumbing, Green Building Code, Fire, and California Energy Code.

Submit one (1) digital set of fully dimensioned Structural, Architectural, Plumbing, Mechanical and Electrical Plans, one (1) digital set of supplemental information, and one (1) digital set of geotechnical reports.

All plans shall be submitted at a minimum 24" x 36" digital equivalent in size.

Cover Sheet

1. Vicinity map
2. Assessor's Parcel Number, Tract and Lot number; and Site Address
3. Building data: Proposed building sq. ft., construction type(s), use/occupancy etc.
Building Code data: As stated above
4. Building NFPA 13-D fire sprinkler protected

Site Plan (The cover sheet and site plan maybe combined)

1. Show North Arrow
2. Street frontage, lot lines and lot dimensions
3. Building location and setbacks to property lines and/or easements
4. Existing septic systems, water wells, swimming pools, accessory structures, etc.

Floor Plan

1. Fully dimensioned and to scale (3/16 inch per foot minimum scale)
2. Show walls as double lined with references to wall construction details indicating wall heights, framing member sizes, spacing and material type; exterior and interior wall finish, etc.
3. Door and window locations, sizes and types
4. Identify all elements of habitable space all room uses, closets, fixed shelves, counters, media niches, fireplaces, appliances, plumbing fixtures, etc.

Elevation

Provide North, South, East and West side views of the building exterior, showing the structure's exterior features and elements e.g. exterior wall finish, wall veneers, fireplace chimney, roof pitch, roof vents, doors, windows, etc.

Section Views

Provide section views indicating wall/roof heights; insulation locations for walls, floors and roof/ceilings of conditioned spaces, wall and roof/ceiling finish etc.



**Plumbing/Mechanical**

1. Points of connection for water/sewer meter locations
2. Material type & sizes for waste/vent, water and gas supply systems
3. HVAC equipment location; gas stub locations and BTU input for gas appliances
4. County of Riverside Environmental Health Department Approved septic system design

Electrical Plan

1. Electrical main service size, location and grounding method
2. Electrical power and lighting plans, interior fixture schedule
3. Title 24 Energy Code electrical requirements including high efficacy fixture types, motion sensors, dimmer switching and photo controls

Structural Plan/Foundation/Framing/Roof Plan & Details

1. Structural design by a State of California registered Engineer or licensed Architect if the proposed structure does not comply with conventional light wood framing
2. Foundation elements to include, footing & slab reinforcement; footing and slab details, including base preparation, sand layer(s), moisture barrier; anchor bolt size and spacing, hold down devices, etc.
3. Structural frame plan(s) and key referenced details for walls, floor levels and roof
4. One (1) digital set of "wet" stamped/signed Structural Calculations.
5. One (1) digital set of "wet" stamped/signed Roof Truss calculations (if applicable). The Architect or Engineer of record shall first review and stamp the truss layout sheet, indicating the design to be in general conformance with the building design, prior to submittal to the Building and Safety Department for review and approval

Supplemental Information

1. One (1) digital copy of current Geotechnical soil reports, dated within 1 year of plan submittal, or an older report with an update letter addressing current soils data from the same engineering firm
2. Package D prescriptive method Energy Forms, or computerized ENV (Envelope), MECH (Mechanical) and Mandatory Measures energy calculations forms for conditioned space: and all required compliance forms are to be copied, full size to the plan sheets
3. Fees are based on the current City of Menifee Adopted Fee Schedule
4. The contractor must sign the permit application and provide evidence of a current California State Contractors license. All contractor's/sub-contractor's must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation
5. If an owner chooses not to hire a contractor, they must sign the permit application as Owner/Builder and complete the certification form for the owner/builder permit issuance
6. Contact the Engineering Department regarding grading permit requirement
7. Applicant shall obtain all required clearances and/or approvals from Planning, Engineering, Fire and the appropriate water district(s) prior to issuance of any building permits.

