



## Community Development Department

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Building Division

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### **Minimum Construction Drawing Requirements For prescriptively designed residential construction (not requiring engineering of structural components)**

**Where the California Architects Practice Act exempts a structure from requiring design by a state licensed professional, an owner, contractor, or unlicensed individual may prepare construction documents for permit. See Architects Practice Act: [California Architects Board](#)**

1. The California Building Code section 107 requires construction documents to be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the code and relevant laws.
2. The drawings must be assembled into a plan set that includes information demonstrating the construction will comply with the California Building Standards Code as required in CCR Title 24 as adopted by Petaluma Municipal Code Chapter 17.
3. Specify all construction shall conform to the applicable CCR Title 24, 2022 Building Standards Code as adopted by the City of Petaluma in the Petaluma Municipal Code Chapter 17.
4. The plan sheets need to be numbered and indexed on the cover sheet. Identify all projects by street address or APN on the drawings. Where multiple addresses or APNs exist, include relevant information.
5. Each sheet in the construction plans set shall include the name, signature, license number, and contact information for the individual responsible for the drawing set. The responsible party may be, subject to state law and building official approval, the owner, state licensed contractor hired to perform the work, or a state licensed professional architect or engineer. Each sheet shall be signed by the responsible party.
6. Drawings shall utilize architectural convention with industry standard graphics and symbols that clearly portray existing and proposed constructions. Provide consistent plan view on all drawing sheets with north identified. Drawing plan view and notes must be legible without rotating the plan sheet. Include symbol legend and .5-inch margin around perimeter of drawing. Fully and clearly identify the building dimensions interior and exterior.
7. Please include legible text sizes no smaller than approximately 1/8 inch or 9-point.
8. Construction drawings for the project shall be depicted with drawings scaled to a minimum of 0.25-inches per foot on sheets of 11x17 inches minimum. Include a graphic scale.
9. Each drawing set shall contain a site plan locating the work on the lot, floor plans, elevations, and framing drawings adequate to demonstrate code compliance. Identify demolition within or on a separate drawing. Include building sections and mechanical, electrical, and plumbing drawings as appropriate. Label each sheet by type and description of sheet content.
10. Designate the subject building area, building height, number of stories, construction type V-B, occupancy group R-3 or U, and conditions for fire sprinkler protection of this structure and the primary dwelling.
11. Designate the remodel area in square feet and as a percentage of total square feet of building area.
12. Provide a scope of work description on the cover sheet with general and specific notes to confirm compliance.

13. All construction drawings are required to utilize standard size plan sheets of 11 x 17, 18 x 24, or 24 x 36 inches.
14. Dimension exterior building elements including windows and doors. Identify door and window operations. Indicate location of safety glazing.
15. Include exterior elevation drawings where changes to exterior are proposed.
16. Provide a scaled Site Plan showing:
  - a. North directional arrow and property dimensions.
  - b. Drawing scale utilized (minimum 1:20). Include graphic scale.
  - c. Project address with contact information and signature of person responsible for drawing.
  - d. Proposed location of project (for example- label or hash mark area).
  - e. Size and location of proposed and existing buildings or structures.
  - f. Dimension distance to property lines for both first and second floor walls.
  - g. Designate the building location on the lot with a plan dimension to property line at the exterior wall and roof projection. Where new additions are proposed to existing non-conforming buildings, designate the dimension to the property line at exterior wall and any projections at floor or roof to demonstrate compliance.
  - h. Locate exterior mechanical equipment.
  - i. Include the proposed finish grades, direction, and management of surface flows. Designate storm water management plan during construction.
  - j. Location and grade of impervious surfaces, and disposition of surface and roof drainage.
  - k. Location and dimension of any easements.

**In some cases, exempt structures may require a licensed design professional where the structural elements exceed the limits of CRC R301. Examples of professional design requirements include soils, beams, girders, irregular buildings, wall bracing not conforming to R301, and similar elements.**

17. New buildings must include soils investigation report that justify prescriptive continuous foundation design.
18. Additions up to 50% of the existing habitable area must match the original foundation design if it is performing adequately without sign of failure. Deep foundation elements must be designed by a state licensed professional. Additions exceeding 50% of the habitable space shall be designed by a state licensed professional based on a soils-investigation report.

**Construction, projections, openings, and penetrations shall comply with fire-resistance-ratings as required by CRC R302.**

19. Indicate compliance with CRC R302.1 for all exterior walls with fire-resistive construction assemblies.
20. Indicate compliance with CRC R302.6 where a dwelling unit is separated from a garage with fire-resistive construction.
21. Indicate compliance with CRC R302.3 where a dwelling unit is separated from another dwelling unit with fire-resistive construction.