



SAN RAFAEL

THE CITY WITH A MISSION

COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

1400 Fifth Avenue, San Rafael, CA 94901

TEL. (415) 485-3367; FAX (415) 485-3184

PLAN SUBMITTAL REQUIREMENTS

Residential and Commercial Projects

Welcome to the San Rafael Building Division. We are providing this handout to assist you in preparing your submittal for building permit plan review. “Section A” below lists the minimum information required for most plan submittals. Additional plan information that may be needed is listed in “Section B”. The scope of your project should be reviewed with an Inspector and the appropriate items will be marked. To initiate the plan review process, construction documents must be submitted, and applicant’s information recorded. Based on the project valuation, a plan review fee will be collected at the time of submittal.

SECTION A:

FOUR (4) COMPLETE SETS OF PLANS ARE REQUIRED TO BE SUBMITTED WITH ALL APPLICATIONS FOR BUILDING PERMIT (5 sets are required for larger projects); minimum paper size is 11” x 17” for over-the-counter plan review, 18” x 24” minimum for other plan submittals and maximum size is 30” X 42”. All plan sheets must be uniform in size, printed on substantial paper, and be of sufficient clarity to indicate the location, nature, and extent of work proposed and show in detail that it will conform with the provisions of the California Code of Regulations, relevant laws and City of San Rafael ordinances. Standard architectural symbols must be used. You need only provide two (2) copies of soils reports, structural calculations, energy calculations, and other supporting documentation.

ALL PLAN SETS SHALL INCLUDE THE FOLLOWING:

1. **TITLE BLOCK:** This includes such information as owner’s name, plan preparer’s name, project address, type of construction, occupancy group, applicable code editions, sheet index, and any other relevant information.
2. **PLOT PLAN:** Fully dimensioned, showing property lines, streets, driveways, setbacks and locations of all structures and easements and any off-street parking. A survey may be required if proposed work is close to setbacks, or existing property lines are not apparent. For commercial projects show; parking for disabled persons, curb ramps, signage and path of travel to primary entrance.
3. **FLOOR PLAN:** Show the size and intended use of all rooms, show type, sizes and locations of all; doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting, and smoke detectors. For additions and alterations show an existing floor plan and all rooms adjoining the addition shall be fully dimensioned.
4. **STRUCTURAL DETAILS AND SECTIONS:** Clearly showing construction materials, sizes and attachments. If standard plan is used such as manufacturer’s installation instructions (ICC, SPA, etc), include copies of plan, instructions or report. A standard plan may not be modified.
5. **EXTERIOR ELEVATIONS:** Indicating general appearance, windows, doors, finishes, roof covering, finish grade, etc.
6. **GENERAL:** Detail any special features, such as; stairway construction, attic ventilation, guards, fireplaces, balconies, bay windows, post and beams, trusses, etc. Provide notes for any specification which cannot be detailed (include “General Notes”).

SECTION B (OTHER ITEMS WHICH MAY BE REQUIRED):

- SOILS REPORT: Geotechnical Engineer is to provide a letter confirming the project's design compliance with the soil report.
- FOUNDATION PLAN
- ROOF PLAN: Show roof pitch, roofing materials, equipment, and skylights.
- TRUSS CALCS: Must be from the truss manufacturer. Project design professional is to provide a letter confirming calc review and must detail truss attachment to the structure.
- FRAMING PLAN
- WALL CONSTRUCTION: Provide details and describe materials used, note floor / ceiling attachments, finishes and wall insulation.

- STAIR, HANDRAIL, AND GUARD DETAILS
- STRUCTURAL CALCULATIONS: Wet stamped by the engineer.
- REFLECTED CEILING PLAN: Include all new relocated or existing lights, and switches for lighting, HVAC supply and return grilles, and exit signs.
- ACOUSTICAL CEILING DETAILS
- ENERGY DOCUMENTATION: State Building Energy Efficiency Standards and Cal Green Building Standards including City of San Rafael amendments.
- FIRE SPRINKLER PLANS: To include hydraulic calcs and fire alarms when required.
- ICC REPORTS: On materials, equipment, or installation requirements.
- MECHANICAL PLAN: System locations, distribution and HVAC specs.
- PLUMBING PLAN: DWV isometric and calcs, Dimensioned gas isometric and calcs.

- ELECTRICAL PLAN: Main service and subpanel locations-label amperes. Single line schematic showing panels, conduit sizes, conductor sizes and grounding. Panel schedules and load calcs.

- DISABLED ACCESS HARDSHIP APPLICATION FORM: Provided by our office.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.

ADDITIONAL NOTES:

- J PRIOR TO APPLICATION FOR BUILDING PERMITS: Applicant must have an approved Site Development Planning file with the City of San Rafael Planning Division for any project which requires discretionary review, multi-unit, commercial or industrial developments.
- J Applicants whose projects include food service facilities, must first file a separate plan submittal with the Marin County Environmental Health Services (EHS). We recommend that you first obtain County EHS approval of the food service facility plans prior to submittal to the City of San Rafael Building Division. Two sets of stamped, approved plans from County EHS should be included with your submittal package.
- J Unless the work is done exclusively by the property owner or his immediate family, proof of workers' compensation insurance coverage is required.
- J All contractors must have current State Contractor's license and City Business License.

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