



## PLAN CHECK SUBMITTAL

*New Buildings, Additions, Remodels, Alterations, Repairs*

**INITIAL SUBMITTAL:**

- \_\_\_\_\_ **Three (3) sets of plans. Plans should be drawn to scale and should include:**
  - a. Site address of project; name, address and phone no. of the owner, designer and contractor.
  - b. Site plan showing location of proposed and existing buildings, property lines, easements.
  - c. Existing building, additional square footage (if any), and lot coverage calculations.
  - d. Foundation, floor, ceiling and roof design.
  - e. Layout of the walls, doors and windows (with dimensions).
  - f. Location of all electrical, plumbing and mechanical fixtures, outlets and equipment.
  - g. Elevations, sections and details – as needed.
  - h. Drainage and landscape details.
  - i. Plans must be designed by an architect licensed in the State of California if located in R1-B combined Zoning District and for all Commercial projects. Any plans that have been drawn by a licensed architect or licensed engineer must be **original signed wet-stamped** copies.
  - j. Know the valuation of the job (materials and labor – Market Rate).
- \_\_\_\_\_ **Two (2) copies of the Current Title 24 Energy Compliance forms in 8 ½ x 11 format & on the plans.**
- \_\_\_\_\_ **Two (2) copies of any Engineering calculations and details (wet-stamped by engineer of record).**
- \_\_\_\_\_ **Two (2) sets of plans must be stamped by Stege Sanitary District, 7500 Schmidt Lane, El Cerrito, CA 94530; (510) 524-4668.**
- \_\_\_\_\_ **Three (3) sets of plans must be stamped by the West Contra Costa Unified School District, 1300 Potrero Avenue, Richmond, CA 94804; (510) 307-4545, if there is any square footage added. Plans will not be accepted without this stamp and certificate. Scheduled appointments-Monday-Tuesday-Thursday 9:00am to 12:pm. Drop-ins –Monday-Tuesday-Thursday 1:00pm to 4:00pm**
- \_\_\_\_\_ **Letter from East Bay Municipal Utility District (EBMUD), 375 – 11<sup>th</sup> St., Oakland, CA 94607; (510) 287-1008, verifying water hook up. (NEW DWELLINGS/COMMERCIAL SITES ONLY).**

**FOR PROPERTY LOCATED IN EITHER A SLIDE ZONE OR SEISMIC ZONE:**

- \_\_\_\_\_ **\$1265.00 Soils Review Fee Required**
  - a. **Three (3) copies of the Soils Report** (if located in Landslide Risk Area)
  - b. **Three (3) copies of the Geologic Report** (if located in an Earthquake Fault Zone)
- \_\_\_\_\_ **Letter from Soils/Geological Engineer stating 1) they have reviewed the design of the foundation; AND 2) they have been retained to observe the geotechnical aspects of the project.**

**FEES REQUIRED:**

- \_\_\_\_\_ **Plan Check Fee** – An initial plan check fee is collected when all of the above marked items have been completed and the project is submitted for review. The plan check fee is based upon the project. ALL OTHER FEES (BUILDING INSPECTION, ENERGY, ENGINEERING, PLANNING, PLUMBING/ELECTRICAL AND MECHANICAL, ETC., IF APPLICABLE, WILL BE DUE AND PAYABLE AT THE TIME THE BUILDING PERMIT IS ISSUED. A complete listing of all permits and fees required for development projects within the City of El Cerrito is available at the Building Services Division office.
- \_\_\_\_\_ **West County Subregional Transportation Mitigation Program (STMP)** – Collected on behalf of Contra Costa County:

\$2,595.00	<b>new</b> Single Family Dwelling
\$1,648/each unit	<b>new</b> Multi-Family Dwelling
\$3.51/sq.ft.	<b>new</b> Commercial office space
\$1.82/sq.ft. construction	Retail (gross floor area)

For other uses, please call for costs.

## **REQUIREMENTS FOR SUBMITTING RESIDENTIAL/COMMERCIAL DRAWINGS**

**ZONING** – Please discuss all site requirements with the Planning Division prior to submission of drawings. Planning Division phone no.: (510) 215-4330.

Site Requirements – The Following items are to be incorporated onto site/plot plan

1. Lot Coverage:
  - a. R-1, R-2: 50%
  - b. R-3: 60%
  
2. Setbacks: (Measured from property lines – sidewalks and curbs do not form property line - check with the Planning Division to find out public right-of-way dimensions for your property)
  - a. Front: Avg. 12', minimum 10', 15' in front of garage/carport
  - b. Side: 5' interior lot; corner lots avg. 10', minimum 8'6, 15' for garage/carport
  - c. Rear: 15' minimum
  
3. Distance between:

R-2, R-3	35' to Highest Projection
R-1	30' measured parallel to grade; higher on slopes 10%+

**For construction beyond a single story, Planning Division review is required.**

### **ENGINEERING**

#### **Plat Survey Requirements**

1. Drawn by a State Licensed/Registered Civil Engineer or Land Surveyor
2. Drawn to a scale of not less than 1/10" = 1'
3. Incorporate onto the drawings:
  - a. Exterior property lines and street frontage
  - b. Elevations of stakes or marks
  - c. Contours of not more than 5' intervals (from center of street)
  - d. Location of existing and proposed structure and retaining walls
  - e. Location of existing and proposed curbs, sidewalks and easements
  - f. Finish floor elevations

### **BUILDING**

#### **Architectural plans (A Sheets)**

1. Floor Plan (min. scale ¼" = 1')
  - a. Room size and name of room use
  - b. Electrical outlets, switches and lighting fixture location
  - c. Size and location of windows and doors
  - d. Plumbing fixtures and heating units
2. Exterior Elevations (front, sides and rear)
  - a. Doors, decks and windows
  - b. Total height of building from grade to highest projection
  - c. List type of materials used on exterior (include roof)

#### **Calculations**

1. Structural Calculations
  - a. High Risk Seismic Zone (formerly Seismic Zone 4)
  - b. Wind Design for 80 mph/Exposure C
  
2. Energy Calculations
  - a. Climate Zone #3
  - b. Form CF-1 with all required signatures
  - c. Heat loss calculations