



BUILDING PLAN REVIEW SUBMITTAL GUIDELINES

COMMUNITY DEVELOPMENT DEPARTMENT / BUILDING DIVISION

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Submittals: <https://www.cityoflamesa.us/1635/Electronic-Plan-Review>

DRAWINGS MATRIX

ALL PLAN SHEETS MUST BE TITLED WITH PROJECT NAME AND ADDRESS.

ALL PLAN SHEETS TO BE SIGNED BY PERSON(S) RESPONSIBLE FOR PLANS PREPARATION.

ALL DRAWINGS TO BE ACCURATE TO SCALE IN ALL DIRECTIONS. ALL WRITING TO BE LEGIBLE BLOCK PRINTING.

PROJECT TYPE	A	B	C	D	E	F	G	H	J	K	L	NOTES
ALTERATION	X	X	X	X	X	X	X	X	X	X	X	2. 4. 7.
ACCESSORY DWELLING UNIT	X	X	X	X	X	X	X	X	X	X	X	2. 4.
ACCESSORY STRUCTURE	X	X	X	X	X	X	X	X	X	X	X	2. 4.
ADDITION	X	X	X	X	X	X	X	X	X	X	X	2. 4.
DEMOLITION	X	X								X		
ELECTRICAL	X							X			X	
MECHANICAL	X							X			X	
NEW CONSTRUCTION (NON-RESIDENTIAL)	X	X	X	X	X	X	X	X	X	X	X	1. 3. 5. 6. 7.
NEW CONSTRUCTION (RESIDENTIAL)	X	X	X	X	X	X	X	X	X	X	X	1. 3. 5. 6.
NEW CONSTRUCTION (TRANSIENT HOUSING)	X	X	X	X	X	X	X	X	X	X	X	1. 3. 5. 6. 7.
OTHER	X											
PLUMBING	X								X			
POOL/SPA	X							X	X	X		2. 3. 6. 7.
RETAINING WALL	X			X	X		X			X		1. 3. 5. 6.
SIGN	X		X	X	X		X	X		X	X	2. 4. 7.
SOLAR	X						X	X		X	X	7.
SOLAR WATER HEATER	X	X							X	X	X	

NOTES: 1. SOILS REPORT REQUIRED 2. SOILS REPORT MAY BE REQUIRED 3. STRUCTURAL ENGINEERING REQUIRED 4. STRUCTURAL ENGINEERING MAY BE REQUIRED 5. CIVIL ENGINEERING REQUIRED 6. SITE SECTIONS REQUIRED 7. SPECIALIZED ENGINEERING / SPECIFICATIONS REQUIRED

A. SITE PLAN

DRAW AT SCALE OF 1/8"=1' OR 1"=10':

- NORTH ARROW.
- ALL PROPERTY BOUNDARY LINES.
- PERIMETER OF BUILDING EXTERIOR WALLS.
- GARAGE LOCATION WITHIN BUILDING.
- SHADE AND NOTE AREAS OF WORK.
- BUILDINGS TO ALL PROPERTY LINES DIMENSIONS.
- EAVE LINES TO PROPERTY LINES DIMENSIONS.
- PROPERTY TO CURB LINE AND STREET CENTERLINE DIMENSIONS.
- DRIVEWAY, CURB, SIDEWALK AND CENTER OF STREET.
- ALL EASEMENTS THROUGH PROPERTY.
- ALL UTILITY METERS / FEEDS LOCATIONS, WITH METER SIZING:
 - GAS ELECTRIC WATER SEWER
- DRAINAGE PATTERNS AROUND STRUCTURE.
- EXISTING TOPOGRAPHIC LINES.
- PROPOSED GRADING CONTOUR LINES WITH BANK HEIGHTS AND GRADIENTS NOTED.
- ALL FENCES AND MASONRY WALLS LOCATIONS WITH MATERIALS AND HEIGHTS NOTED.
- EXISTING AND PROPOSED PARKING LOCATIONS.
- BEST MANAGEMENT PLAN (BMP) EROSION CONTROL MEASURES.

NOTE ON FIRST SHEET OF PLANS:

- OWNER NAME, ADDRESS, AND PHONE NUMBER.
- NAME AND PHONE NUMBER OF PERSON WHO PREPARED PLANS.
- CONTACT PERSON NAME, ADDRESS, AND PHONE NUMBER.
- LEGAL DESCRIPTION AND ASSESSOR PARCEL NUMBER (A.P.N.)
- LOT ZONING.
- CONSTRUCTION TYPE AND OCCUPANCY GROUP.
- SCOPE OF WORK.
- NUMBER OF BUILDING LEVELS.
- EXISTING BUILDING AREAS PER LEVEL .
- REMODELED, ALTERED AND ADDED FLOOR AREAS PER LEVEL.
- SOIL CONDITION AND COMPACTION INFORMATION.
- AMOUNTS OF CUT / FILL AND EXPORT / IMPORT.
- REQUIRED SPECIAL INSPECTION PROGRAM.
- "COMPLY WITH 2019 CBC (CRC for residential), 2019 CEC, 2019 CMC, 2019 CPC, 2019 CFC, 2019 CalGreen, 2019 Cal Energy Code and EES."
- "CONTRACTOR TO COMPLY WITH ALL Cal/OSHA REQUIREMENTS and LA MESA CONSTRUCTION AND DEMOLITION RECYCLING ORDINANCE 14.27."

B. FLOOR PLANS AND ROOF PLAN

DRAW AT SCALE OF 1/4" PER FOOT:

- NORTH ARROW.
- COMPLETE EXISTING BUILDING PLANS.
- DEMOLITION PLAN SHOWING WALL(S) TO BE REMOVED.
- COMPLETE PROPOSED BUILDING PLANS WITH ALL NEW, ALTERED AND ADDED WALLS CLEARLY MARKED.
- EXISTING, DEMOLISHED, ALTERED AND ADDED WALL DIMENSIONS.
- BUILDING SECTIONS BUBBLES.
- DETAILS BUBBLES.
- DOOR, WINDOW AND SKYLIGHT SCHEDULES.
- ROOF PLANS.

NOTE ON FLOOR PLANS:

- ALL ROOMS, SPACES AND AREAS USES.
- ROOM SQUARE FOOTAGES WHERE VENTILATION IS REQUIRED.
- EXTENT OF DEMOLITION, REMODELING, ALTERATION, ADDITION.
- WINDOW, DOOR AND SKYLIGHT TYPES AND SIZES ON SCHEDULES AND CROSS-REFERENCED TO FLOOR PLANS.
- SLEEPING ROOM ESCAPE WINDOW OR EGRESS DOOR LOCATIONS.
- SAFETY GLAZING LOCATIONS.
- INTERIOR FINISHES, FIRE-RESISTIVE MATERIALS.
- RISER HEIGHTS, TREAD DEPTHS OR RAMP SLOPES.
- CRAWLSPACE VENTILATION RATIO CALCULATIONS.
- ATTIC VENTILATION RATIO CALCULATIONS FOR ROOF PLANS.
- ROOF EAVE AND RAKE OVERHANG DIMENSIONS.

C. ELEVATIONS:

DRAW AT SCALE OF 1/4" PER FOOT:

- ALL BUILDING ELEVATIONS WITH WINDOWS, DOORS, SKYLIGHTS AND ARCHITECTURAL FEATURES SHOWN.
- BUILDING HEIGHT DIMENSIONS INCLUDING ZONING CODE HEIGHTS REQUIRED BY PLANNING DIVISION.
- CHIMNEY AND VENT TERMINATORS HEIGHTS AND CLEARANCES.
- FINISHED GRADE PROFILES WITHIN TEN FEET OF STRUCTURES.

NOTE ON ELEVATIONS:

- EXTERIOR WALL FINISHES AND WEATHERPROOFING MATERIALS.
- ROOFING AND UNDERLAYMENT MATERIALS.
- MATERIALS AND ASSEMBLIES THIRD-PARTY APPROVAL LISTING NUMBERS.
- ROOF SLOPES.
- FINISHED GRADE SLOPES.

D. SECTIONS

DRAW AT SCALE OF 1/4" PER FOOT:

- AT LEAST TWO SECTIONS, PERPENDICULAR TO EACH OTHER: SECTIONS SLICE THROUGH THE PROJECT TO ILLUSTRATE CONSTRUCTION ASSEMBLIES FROM FOOTINGS TO ROOF, STRUCTURAL CONNECTIONS AND PROVIDE DETAILS AND NOTES OF PROPOSED CONSTRUCTION ASSEMBLIES.
- DIMENSIONS FROM GRADE TO BOTTOM OF RAISED FLOOR JOISTS.
- DIMENSIONS FROM FLOORS TO CEILINGS AND ROOF.
- INSULATION LOCATIONS.
- DETAIL BUBBLES.
- REQUIRED SITE SECTIONS FOR RETAINING WALLS AND GRADING.
- SECTIONS THROUGH EACH STAIRWAY.
- SECTIONS AT DECK, AND THROUGH DECK INTO DWELLING.
- SECTIONS THROUGH CHIMNEY / OTHER SHAFTS.
- GUARDRAILS AND HANDRAILS TYPES, HEIGHTS AND PROFILES.

NOTE ON SECTIONS:

- SECTIONS LABELS OR DESCRIPTIONS.
- ROOMS, SPACES AND AREAS USES OR DESCRIPTIONS.
- EXTENT OF NEW AND EXISTING CONSTRUCTION.
- CONSTRUCTION MATERIALS.
- STAIRWAYS TREADS AND RISERS DIMENSIONS.
- STAIRWAYS HEADROOM DIMENSIONS.
- GUARDRAILS AND HANDRAILS HEIGHTS.
- INSULATION R-VALUES AND TYPES.

E. FOUNDATION PLANS

DRAW AT SCALE OF 1/4" PER FOOT:

- NORTH ARROW.
- FOUNDATION PLAN INDICATING ALL PROPOSED AND EXISTING FOUNDATION LOCATIONS, SIZING AND REINFORCING.
- EXISTING, ALTERED AND ADDED FOUNDATION DIMENSIONS.
- POST BASES, SHEAR WALLS, HOLDDOWN LOCATION DIMENSIONS.
- SYMBOLS INDICATING SHEAR PANEL TYPES AND LENGTHS.
- CONSTRUCTION DETAILS BUBBLES.
- UFER GROUND LOCATION AND SPECIFICATIONS.

NOTE ON FOUNDATION PLAN:

- CONSTRUCTION MATERIALS.
- ANCHORAGE SPECIFICATIONS, LOCATIONS AND SPACING
- HOLDDOWN AND VERTICAL STRAPPING SPECIFICATIONS AND LOCATIONS.

F. FLOOR AND ROOF FRAMING PLANS

DRAW AT SCALE OF 1/4" PER FOOT:

- NORTH ARROW.
- SEPARATE PLANS FOR FLOOR AND ROOF FRAMING.
- EXISTING, ALTERED AND ADDED FRAMING DIMENSIONS.
- ALL FRAMING MEMBERS SPANS, DIRECTIONS AND SPACING.
- ALL GIRDERS, BEAMS, HEADERS AND POSTS LOCATIONS.
- FLOOR OR ROOF OPENINGS LOCATIONS AND DIMENSIONS.
- SHEAR WALLS, SILLPLATE ANCHORS, HOLDDOWN LOCATIONS.
- SYMBOLS INDICATING SHEAR WALL TYPES AND LENGTHS.
- CONSTRUCTION DETAIL BUBBLES.
- FLOOR AND ROOF TRUSS LAYOUT DIAGRAM.
- FLOOR AND ROOF TRUSS DIAGRAMS AND DETAILS.
- SPECIAL FRAMING SUCH AS MANUFACTURED BRACED PANELS.

NOTE ON FRAMING PLANS:

- CONSTRUCTION MATERIALS INCLUDING LUMBER GRADE OF ALL FRAMING MEMBERS, POSTS, BEAMS. FLOOR AND ROOF SHEATHING THICKNESS, GRADE AND RATING, PANEL INDEX NUMBERS.
- ALL GIRDERS, BEAMS, HEADERS, JOISTS, RAFTERS AND POSTS SIZES.
- FLOOR AND ROOF TRUSS DESIGNATORS.
- SHEAR WALL SPECIFICATION SCHEDULE WITH SHEATHING SPECIFICATIONS, PANEL VALUES, NAILING SCHEDULE, SHEAR TRANSFER CONNECTORS AND ANCHORAGE.
- VERTICAL STRAPPING LOCATIONS AND SPECIFICATIONS.
- HORIZONTAL STRAPPING LOCATIONS AND SPECIFICATIONS.
- MANUFACTURED BRACED PANEL SPECIFICATIONS, DIMENSIONS AND MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- CALIFORNIA BUILDING CODE NAILING SCHEDULE.

G. DETAILS

DRAW AT SCALE OF 3/4-1" PER FOOT:

- FOUNDATION, FOOTING AND STEM WALL DETAILS.
- STRUCTURAL CONNECTIONS DETAILS AT WALLS, FLOORS, ROOFS, EAVES, RAKES, VALLEYS, RIDGES, CALIFORNIA FRAMING
- ALL SHEAR TRANSFER CONNECTIONS DETAILS.
- STAIRWAY FRAMING DETAILS WITH HEAD, FOOT, STRINGERS, TREADS AND RISERS DETAILS.
- EXTERIOR STAIRWAYS LANDINGS AND FOOTINGS DETAILS.
- EXTERIOR BALCONY / DECK CONNECTIONS AND LEDGERS DETAILS.
- GUARDRAILS CONNECTIONS DETAILS.
- HANDRAILS CONNECTIONS, CLEARANCES AND SIZING DETAILS.
- FIRE-RESISTIVE CONSTRUCTION DETAILS.
- SPECIALTY DETAILS.
- MASONRY WALL DETAILS.

NOTE ON DETAILS:

- ANCHORAGE, BOLTING, NAILING AND CONNECTORS SPECIFICATIONS AT STRUCTURAL DETAILS.
- THIRD-PARTY APPROVAL LISTING NUMBERS FOR CONSTRUCTION SUCH AS PROPRIETARY FRAMING, ANCHORAGE.
- APPROVALS LISTINGS FOR FIRE-RESISTIVE CONSTRUCTION.
- RELEVANT DIMENSIONS AT ALL DETAILS.
- INDICATE ON DETAILS WORK REQUIRING SPECIAL INSPECTION.
- SPECIAL INSULATION INSTALLATIONS.

H. ELECTRICAL AND MECHANICAL PLANS

DRAW AT SCALE OF 1/4" PER FOOT:

- LOCATIONS AND TYPES OF ALL MAIN AND SUB ELECTRIC PANELS, LIGHTING FIXTURES, ENERGY EFFICIENCY STANDARDS LIGHTING AND SWITCHING, OUTLETS, DEDICATED OUTLETS AND GFCI AND AFCI RECEPTACLES ON SEPARATE ELECTRICAL PLANS.
- LOCATIONS OF ALL SMOKE AND CARBON MONOXIDE DETECTORS.
- HVAC, A/C AND SUPPLY/RETURN AIR REGISTERS LOCATIONS.
- CLOTHES WASHER / DRYER AND DRYER VENT LOCATIONS.
- EXHAUST FANS AND SWITCHING LOCATIONS.
- METHODS FOR SCREENING OF MECHANICAL EQUIPMENT.

NOTE ON PLANS:

- GROUNDING AND BONDING SPECIFICATIONS.
- INTERCONNECTION OF NEW/ALTERED SMOKE AND CO DETECTORS.
- FAU (BTUH) AND A/C (TONS) SIZING .
- EXHAUSTS TERMINATIONS LOCATIONS AND BACKDRAFT DAMPING.

J. PLUMBING AND GAS LINE PLANS

DRAW AT SCALE OF 1/4" PER FOOT:

- GAS LINES AND PLUMBING PLANS CAN BE COMBINED WITH WITH ELECTRICAL/MECHANICAL PLANS IF LEGIBLE.
- GAS LINES, GAS OUTLETS, WATER SUPPLY LINES , DRAIN, WASTE AND VENT LINES LOCATIONS.
 - GAS LINE ISOMETRIC.
- WATER HEATER LOCATION.

NOTE ON PLANS:

- PLUMBING FIXTURE WATER CONSERVATION REQUIREMENTS.
- GAS LINE ISOMETRIC WITH GAS LINE SIZING CALCULATIONS SHOWING DEVELOPED GAS LINE LENGTHS FOR HORIZONTAL RUNS AND VERTICAL RISES, BTUH RATING AND CFH DEMANDS FOR EACH GAS-FIRED FIXTURE.
- WATER HEATER TYPE AND SIZING, WITH VENT ROUTING.
- WATER HEATER AND PLATFORM STRAPPING.
- PRESSURE AND TEMPERATURE (P&T) RELIEF VALVE & PIPING LOCATIONS.

K. GENERAL BUILDING NOTES

INCLUDE IN PLANS:

- CONSTRUCTION SPECIFICATIONS.
- COMPLETED AND SIGNED ENERGY EFFICIENCY STANDARDS FORMS

L. ADDITIONAL INFORMATION AS MAY APPLY

- EMERGENCY LIGHTING PLANS WITH EXIT SIGNAGE LOCATIONS.
- COMMERCIAL KITCHEN PLANS / TYPE I HOOD DIAGRAMS.
- MANUFACTURERS SPECIFICATIONS, INSTALLATION INSTRUCTIONS
- ELECTRICAL SINGLE LINE DIAGRAM, PANEL DIAGRAMS, ELECTRICAL LOAD CALCULATIONS.