



## TWO-UNIT DEVELOPMENT AND URBAN LOT SPLIT (SB 9) ELIGIBILITY CHECKLIST AND QUESTIONNAIRE

California Senate Bill (SB) 9 created a ministerial approval process for “two-unit development” and “urban lot split” projects in single-family residential zones. To qualify for the ministerial approval process, the project must satisfy the eligibility requirements listed in Brea City Code Chapter 20.56 (Two-unit Developments and Urban Lot Splits), as prescribed by Government Code §65852.21 and §66411.7.

To apply for ministerial review pursuant to SB 9, the Applicant must complete the following Senate Bill 9 Two-unit Development and Urban Lot Split Eligibility Checklist and Questionnaire.

PROJECT TYPE		
Which type of SB 9 Project is being applied for?	<input type="checkbox"/> Two-Unit Development	<input type="checkbox"/> Urban Lot Split

*To qualify as an SB 9 ministerial approval project, all responses to all the following general requirements must be a “yes”, and the project must comply with all development standards established for the applicable project type(s):*

GENERAL REQUIREMENTS		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The subject property is zoned single-family residential (R-1, R-1-5000, or R1-H), or is located within a specific plan area implementing a single-family residential zone.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>The proposed development is <b>NOT</b> located in areas defined in subparagraphs (B) to (K), inclusive, of paragraph (6) of subdivision (a) of California Government Code Section 65913.4, which includes:</p> <ul style="list-style-type: none"> <li>Very High Fire Hazard Severity Zone*</li> <li>Hazardous Waste Site</li> <li>Earthquake fault zone</li> <li>Special flood hazard area</li> <li>Regulatory floodway</li> <li>Lands identified for conservation</li> </ul> <p>*May be possible if project complies with the standards and policies set forth in relevant California Building and Fire Codes for fire-safe construction and brush clearance.</p>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>The project does <b>NOT</b> require the demolition or alteration, of any of the following:</p> <ul style="list-style-type: none"> <li>Housing restricted for moderate, low, or very-low income</li> <li>Housing subject to any form of rent or price control</li> <li>Housing occupied by a tenant in the last three years</li> <li>A parcel which the owner exercised owner’s rights to withdraw accommodations (Ellis Act) for rent or lease within 15 years before the date of application</li> </ul>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The subject property is <b>NOT</b> identified on the National Register of Historic Places, Buildings, or Structures; the California State Resources Inventory; Orange County Historic Register; or the Brea Historic Resources Register.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed project will be used for residential purposes only.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The project complies with all provisions of the Brea City Code Chapter 20.56 (Two-unit Developments and Urban Lot Splits).

TWO-UNIT DEVELOPMENT REQUIREMENTS		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The project proposes a maximum of two housing units on a single parcel, excluding ADUs and/or a JADU. If there is an existing/proposed ADUs or JADUs on the project property, the total number of dwelling units for the project site does <b>NOT</b> exceed four units.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed unit(s) is <b>NOT</b> greater than 800 square feet.
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> No	For new second-story construction, the stairway will be completely enclosed as part of the interior of the structure.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed units will have separate utility connections and separate utility meters.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed project will <b>NOT</b> be rented for periods of more than 30 consecutive days.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The property owner will live in one of the units as the owners' primary residence.

URBAN LOT SPLIT REQUIREMENTS		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed lot split will result in two lots.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The resulting lots will be at least 40% the size of the existing lot.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The resulting lots will be at least 1,200 square feet in size.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Each lot will have at least 24 feet of direct frontage on a public or private street.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The property has <b>NOT</b> previously been split through an Urban Lot Split.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The property owner has <b>NOT</b> previously subdivided an adjacent property through an Urban Lot Split.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The proposed urban lot split conforms to all objective standards of the Subdivision Map Act.

SUBMITTAL DOCUMENTS	
<input type="checkbox"/> Building Permit Application	<input type="checkbox"/> Tentative Parcel Map (For Urban Lot Splits only)
<input type="checkbox"/> Preliminary Title Report (Less than 6 months old)	<input type="checkbox"/> Address Change Form & Encroachment Permit Application
<input type="checkbox"/> Architectural Plans (Site Plan, Floor Plan, Elevations, etc.)	<input type="checkbox"/> Waste Management Form
<input type="checkbox"/> Utility Plan(s) illustrating separate utilities	<input type="checkbox"/> Best Management Practices (BMP) Form
For New Builds: <input type="checkbox"/> Structural Plans & Calculations <input type="checkbox"/> Civil Plans <input type="checkbox"/> T-24 Energy Compliance Register Forms <input type="checkbox"/> Soil tests or Preliminary Soils Report <input type="checkbox"/> Erosion Control Plan	<input type="checkbox"/> P-WQMP Checklist

**GENERAL INFORMATION REQUIRED: (Print or Type)**

Location of Project (*Address Required*):                      Legal Description of Project Location (*APNs*):

Zoning Designation:    General Plan Land Use (*e.g., Low Density Residential*):

Number of Proposed Units:    Square Footage of Each Proposed Unit:

**PROJECT CONTACT INFORMATION:**

Applicant's Name:    Phone:

Email:

**PROJECT CONTACT INFORMATION:**

Address:

City: Zip Code

**PROPERTY OWNER CONTACT INFORMATION (If different than Project Contact):**

Contact Person: Phone:

Email:

Address:

City: Zip Code

**INDEMNIFICATION AGREEMENT: (Print or Type)**

**Please read, fill in, and sign at the bottom**

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted to complete my review.

Furthermore, \_\_\_\_\_, on behalf of \_\_\_\_\_ hereby agrees to defend, indemnify, and hold free and harmless the City of Brea, its elected officials, officers, employees, and agents, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney's fees, court costs, and any and all other costs of defense.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

<p><i>STAFF USE ONLY</i></p> <p>Building Permit No.:</p> <p><b>Related Files:</b></p> <p>Date Time Received:</p>
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## QUESTIONNAIRE SECTION

In order to aid homeowners in the creation and construction of new dwellings, please complete this questionnaire section to avoid having to make costly changes to plans by closely following the directions and standards outlined in this checklist.

**Instructions:** Please complete this section. If you do not complete this portion, your application will be deemed incomplete for review.

### Planning Division Questions

#### # Questions

1. **Construction Type.** What type of unit are you proposing? Please check the box below:

- Attached: Conversion (Bld. Permit No.: \_\_\_\_\_)
- Detached: Conversion (Bld. Permit No.: \_\_\_\_\_)
- Attached: New Build
- Detached: New Build

2. **ADU or JADU.** Has an ADU/JADU been proposed/approved for the property?  Yes  No

If yes, please provide the building permit number of the ADU or JADU and confirm the allowed number of ADUs have not been exceeded.

Bld. Permit No.: \_\_\_\_\_

3. **Parking.** Will at least one off-street, covered parking space per unit be provided?  Yes  No

One off-street, covered parking space per unit is required, unless the property is within ½ mile of either a high-quality transit corridor, or a major transit stop (*measured on actual walking distance*), or within one block of a car share. If the project is utilizing this exemption, provide an exhibit demonstrating the compliance with this requirement with plan submittal.

4. **Deed Restriction.** The legal owner of a property improved with a two-unit development shall record a covenant in a form satisfactory to the City Attorney within thirty (30) days following the issuance of a building, that does each of the following:

For Two-unit Developments:

1. Expressly prohibits any rental of a dwelling on the property for a period less than thirty (30) consecutive days.
2. Expressly prohibits any non-residential use of the lot.
3. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any other common interest development within the lot.
4. If the lot does not undergo an urban lot split; Expressly requires the individual property owners to live in one (1) of the dwelling units on the lot as the owners' primary residence and legal domicile.
5. Limits development of the lot to dwelling units that comply with the requirements of this Section, except as required by state law.

For Urban Lot Splits:

1. Expressly prohibits any rental of any dwelling unit on the property for a period less than thirty (30) consecutive days.
2. Expressly prohibits any non-residential use of the lots created by the urban lot split.
3. Expressly prohibits any separate conveyance of a primary dwelling on the property, any separate fee interest, and any other common interest development within the lot.
4. States that:
  - a. The lot is formed by an urban lot split and is therefore subject to the City's urban lot split regulations, including all applicable limits on dwelling size and development.
  - b. Development on the lot is limited to development of housing under this Section, except as required by State law.

5. **Tree Removal.**

If the existing lot is equal to or greater than 20,000 square feet, are any trees proposed to be removed as part of construction?  Yes  No

If yes, please provide the following information per tree:

Tree Type (Species)	Single Trunk or Multi-Trunk?	Trunk Diameter Size:

6. **Homeowner's Association.**

Is the subject property part of a Homeowner's Association (HOA)?  Yes  No

If yes, do you have HOA approval for the project?  Yes  No

If yes, attach a letter from your HOA approving the proposal.

7. **Affordability.** If the proposed new unit is to be rented, what is the anticipated monthly rental rate for the unit?

\_\_\_\_\_

*The State of California requires that we collect and report this information to determine if the City of Brea is meeting State Housing Requirements. Your answer has no impact on how your application is reviewed.*

**Building & Safety Division Questions**

8. **New Builds.** Have you conducted a soil test and provided test results?  Yes  No

Soil tests for new buildings are required pursuant to California Residential Code R401.4. or geotechnical investigations compliant with California Building Code Sections 1803.1 and 1803.5. Alternatively, the foundation shall be designed for expansive soil.

Is the site located within a liquefaction zone?  Yes  No

If yes, then a Preliminary Soils Report is required for building permit initial submittal.

## Fire Department Questions

9. **Zones.**

- Is the property located in a fire zone?  Yes  No
- Is the property within a methane zone?  Yes  No
- Is there an existing oil well on or adjacent to the property?  Yes  No

Please use the [CalGEM's website](#) to verify if an oil well is on or adjacent to the property. If yes, contact the Brea Fire Department at 714-990-7655 for next steps.

10. **Address.** Are addresses of the existing and proposed units legible and visible from the street?  
 Yes  No

The submitted site plan and elevations must show the address locations for all dwelling units. The addressing request must show clear access point(s) from the public street to the unit, along with location of the address numbers. Provide details regarding the size of the proposed numbering. In accordance with the submittal checklist, an Address Change Form & Encroachment Permit Application should be submitted with your permit application for Public Works Department concurrent review.

If no, please update the site plan and/or elevation.

11. **Fire Sprinklers.**

- Is the primary residence protected by fire sprinklers?  Yes  No  
All new buildings require a fire sprinkler system.
- Is this an addition to the primary residence?  Yes  No  
If yes, fire sprinklers may be required based on percentage or valuation of addition.
- All buildings located in a very high fire hazard severity zone require fire sprinklers.

## Public Works Department Questions

12. **Separate Utilities.** Two-unit developments are required to have separate utility connections and meters. Did you prepare a Utility Plan that identifies how the proposed unit(s) is served by sanitary sewer and water services and identifies any other site improvements associated with the proposed development?  
 Yes  No

If yes, does the Utility Plan clearly showcase both existing and proposed routing of water, sanitary water, and storm drains that serve the property (including all meters) and connections to public facilities?

Yes  No

A separate Utility Plan must be concurrently with the building plan check.

13. **Required Plans for New Constructions.**

- **Site Plan.** Does the Site Plan that clearly demonstrates the location of all site improvements including paving/hardscape improvements?  Yes  No
- **Grading Plan.** Did you prepare a Grading Plan?  Yes  No  
If not, please provide a Grading Plan that 1) showcases the limits of grading for the site; 2) showcases on-site drainage patterns using spot elevations; and 3) identifies the finished floor elevation for the proposed unit(s).
- **Utility Plan.** Did you prepare a Utility Plan?  Yes  No  
If not, please provide a Utility Plan(s) illustrating separate utilities for each two-unit development.

- **Erosion Control Plan.** If a new build, did you prepare an Erosion Control Plan?  Yes  No  
If not, please provide an Erosion Control Plan that identifies the contact information for the person to be contacted in case of emergency.

14. **Required Plans for Urban Lot Splits.**

- **Tentative Parcel Map.** Did you submit a Tentative Parcel Map?  Yes  No  
If not, please provide a tentative parcel map that contains the required information in BCC Sections 18.32.020, 18.32.030, and 18.32.080.
- **Preliminary Title Report (prepared within 6 months).** Provide a hyperlinked preliminary title report.
- **Written Statement.** Submit a written statement for the subdivision contained the required information in BCC Section 18.32.080.

**BEFORE YOU CREATE BUILDING PLANS:**

Before investing in plans, make sure your proposed housing concept complies with the City’s zoning code and speak with a Planner who can review your project for zoning compliance; email [planner@cityofbrea.net](mailto:planner@cityofbrea.net).

**WORKSHEET INSTRUCTIONS:**

Fill out the SHEET # and DETAIL# on the right-hand column, enter the page number from your plan set that contains the relevant information. If not applicable to your project, please enter N/A in the SHEET # column.

HOW TO PUT YOUR TOGETHER PLANS	
<b>Minimum sheet size:</b>	24x36 inches. Each sheet must include: - Page number (with sheets in chronological order) – Project Address, Preparer’s Name, Title, Registration Number (if applicable), Address, and Phone Number
<b>Architect’s documents (Drawings):</b>	Must bear their stamp or seal and signature with date on all sheets.
<b>Engineer’s documents (Drawings):</b>	Must bear their stamp or seal and signature with date on all sheets.
<b>Calculations (if required):</b>	Preparer, Architect or Engineer is to sign and stamp all documents. Required calculations may include: Structural Calculations showing vertical and lateral loads; Title 24 Energy CF-1R Form; and Title 24 Mandatory Measures of Performance Analysis Summary

CITY DEPARTMENT/DIVISION CONTACT INFORMATION		
Department/Division	Phone Number	Email
Planning Division	714-990-7674	<a href="mailto:planner@cityofbrea.net">planner@cityofbrea.net</a>
Building & Safety Division	714-671-4406	<a href="mailto:building@cityofbrea.net">building@cityofbrea.net</a>
Engineering Division	714-990-7667	<a href="mailto:pwenroachmentpermits@cityofbrea.net">pwenroachmentpermits@cityofbrea.net</a>
Fire Department	714-990-7665	<a href="mailto:breafireinfo@cityofbrea.net">breafireinfo@cityofbrea.net</a>

# CONTENT FOR TYPICAL RESIDENTIAL BUILDING PLANS

**PLEASE NOTE: This worksheet must be completed prior to your building plan check submittal.**

<b>COVER SHEET</b> <i>REQUIRED</i>		
	<b>Sheet #</b>	<b>Detail #</b>
1. Preparer's Name, Title and Registration (if applicable), Address, Phone Number.		
2. Project Name, Address, Legal Description, APN#, Tract#, Block#, Lot#, Property Owner's Name, Address, Phone Number, Consultants Contact Information.		
3. Scope of Work identifying all work proposed under this permit. Scope of work should include all on-site and off-site work proposed. All off-site work is subject to an Encroachment Permit.		
4. Zoning, Occupancy Group Classification/s and Type of Construction, Sprinkler/Non-sprinkled, Stories, Fire Zone, Methane Zone, Liquefaction Zone.		
5. Gross Area Per Floor and Building Height, Lot Coverage, Rear Lot Coverage, Hardscape Coverage.		
6. Index of Drawings/Plans and show scale used for drawings and details.		
7. Applicable Codes and Editions (example: City of Brea Municipal Code, CA Building Energy Efficiency Standards).		
8. Vicinity Map and Parcel Map.		

<b>SITE PLAN</b> <i>REQUIRED – DRAWN TO SCALE</i>		
	<b>Sheet #</b>	<b>Detail #</b>
9. Clearly show full Parcel, Lot Dimensions, Property Lines, Interior Lot Lines if applicable, Street Name/s, closest fire hydrants.		
10. Show footprint of Dwelling(s) and roof line with all projections and dimensions to property lines.		
11. Show recorded Easements, if any, and Visible Utilities, such as meters for electric, gas, water, W/H, AC Condenser, etc.		
12. Show locations of any existing and proposed Retaining Walls and Accessory Structures (patios, sheds, garage, etc.) and swimming pools and spas.		
13. Show footprint of the proposed unit(s) and roof line with all projections and dimensions to property lines.		
14. Show the distance along a minimum 3' clear path from the proposed unit's farthest exterior side to the front property line. Show that the minimum 3' clear path surrounds the unit, where the clear path measures from the farthest extending building projection, such as eaves.		
15. Show North Arrow and Scale. On the Site Plan, the locations of closest public fire hydrants to the project. Indicate the distance from closest hydrant to the property's farthest exterior wall using 3' clear path of travel.		
16. Show on Plans and Elevations the location of the proposed unit address numbering. The Fire Department requires the address to be visible from the street fronting the property. Minimum 6" letter height required. It		
17. Clearly demonstrate the location of all site improvements including paving/hardscape improvements with dimensions of improvements provided.		

<b>ARCHITECTURAL AND STRUCTURAL PLANS</b> <i>REQUIRED – DRAWN TO SCALE</i>		
	<b>Sheet #</b>	<b>Detail #</b>
18. Existing and New Architectural Floor plans including adjoining rooms.		

19. Demolition Plan if a structure or portion of a structure is to be removed. Demo plans to be reviewed in concurrence with Building Permit plans.		
20. Exterior Elevations. Include this information on the elevations:		
a. Specify and delineate the height of the floodplain on the building elevations.		
b. Show the lowest floor elevation above grade.		
c. Show flood vent calculations on exterior elevation and foundation sheets.		
d. Typical Cross Sections in each direction and show location and height of all machinery and equipment.		
e. Call out colors and materials of the new and existing structure.		
f. Show roof drainage and roof pitch (i.e. 4:12, 3:12).		
g. Show roof vents, type, size and location, including attic vent calculations.		
21. Foundation and Structural Floor Framing plans.		
22. Shear Wall and Holdown Plan including table of wall type, nailing, anchor bolts, sill nailing, shear transfer connections, holdowns, bolts, and shear hardware.		

<b>ROOF FRAMING PLAN AND TRUSS PLANS</b> <i>TRUSS PLAN REQUIRED WHEN APPLICABLE</i>		
	<b>Sheet #</b>	<b>Detail #</b>
23. Roof Framing Plan. Note: New roofing should match the existing roof pitch, color and material of the existing dwelling. Roof Framing Plan sections and details shall be referenced on the plans.		
24. Truss Plan – Reviewed, stamped, and signed by responsible design professional. Show all truss calculations and details. Calculations and details not transferred to the plans must be stamped and signed by an engineer or architect licensed by the State of California (If applicable).		
25. Detail Sheet - Show all truss splices, connections, plate sizes and hangers. Specify the truss manufacturer and truss identification numbers. Provide truss framing key plan that matches the room framing plans with all types of trusses identified on the plan. (CRC R802.10) <b>Note: No deferred submittal of truss calculations/drawings is allowed.</b>		
26. Show all trusses including gable bracing and bridging.		

<b>MECHANICAL, PLUMBING AND ELECTRICAL COMPONENTS</b> <i>REQUIRED</i>		
	<b>Sheet #</b>	<b>Detail #</b>
27. Location of HVAC equipment and size, noting BTU/HR output. – 5 foot minimum distance side and rear PL.		
28. Locations of plumbing fixtures, listing all required dimensions.		
29. Locations and sizes of outlets, fixtures, switches, smoke detectors, carbon monoxide alarms, subpanels and main panels.		
30. PV System complete drawings.		

<b>UTILITY PLAN</b> <i>REQUIRED</i>		
	<b>Sheet #</b>	<b>Detail #</b>
31. Show both existing and proposed routing of water, sanitary sewer, storm drain, gas, and power that serves the property (including all meters) and connections to public facilities as applicable.		
32. Show the location of sanitary sewer cleanouts be shown on the plan at the locations as identified in City Standard Plan Number 203-0.		

<b>GRADING PLAN (AS APPLICABLE)</b>		
	<b>Sheet #</b>	<b>Detail #</b>
33. Show and specify that the finish grade around the structure shall slope away from the foundation at a minimum of 5% for at least 10 feet from the structure at unpaved areas and 2% at paved areas. CBC 1804.4		
34. On graded sites, the top of any exterior foundation shall extend a minimum of 12 inches plus 2% above the elevation of the street gutter at a point of discharge (or the inlet of an approved drainage device).		
35. If proposed retaining walls, provide spot elevation information at the finished grade at the bottom of the wall, the finished grade at the top of the wall, and at top of the wall structure.		
36. Show and specify on plans finished floor elevations.		
37. Provide the locations of all downspouts on the plans.		
38. Showcase the following: <ul style="list-style-type: none"> <li>a. Limits of grading for the site.</li> <li>b. On-site drainage patterns using spot elevations and contours</li> <li>c. The overall discharge point of the site into the public right-of-way, and identify the finished floor elevation of the proposed unit(s).</li> <li>d. Removal or relocation of mature trees.</li> </ul>		

<b>EROSION CONTROL PLAN (AS APPLICABLE)</b>		
	<b>Sheet #</b>	<b>Detail #</b>
39. Identify the proposed temporary Best Management Practices (BMP's) proposed to be used during the course of construction.		
40. Identify the contact information for the person who is to be contacted in the case of an emergency.		
41. Provide flow arrows showcasing the overall drainage pattern of the site, the ultimate outfall for the site, and the direction of flow within the curb line in the right-of-way adjacent to the property.		

<b>DETAIL SHEETS AS APPLICABLE. ALL DETAILS AND SECTIONS SHOULD CROSS REFERENCE</b>		
	<b>Sheet #</b>	<b>Detail #</b>
42. Window Schedule, detailing egress, safety glazing, and any skylight-approved listing numbers (ICC ESR#).		
43. Door Schedule listing sizes and types.		
44. Flashing: Vertical and Vertical-to-Horizontal Junctures of Materials.		
45. Footing, Piers and Grade Beams: Detail all post-to-beam, post-to-footing and beam-to-beam connections and call out approved metal connectors, including ICC ESR number.		
46. Post and Girder Connections.		
47. Roof: Eaves, Overhangs, Rakes and Gables. <ul style="list-style-type: none"> <li>a. Dimension eave projections and their distance to property line. Verify that they conform to the limitations prescribed under CRC Section R302 and Tables R302.1(1) for non-sprinklered dwellings or Table R302.1(2) for sprinklered dwellings. See footnote in building codes for exceptions. Provide construction details for 1-hour fire protected eaves where they occur.</li> </ul>		
48. Floor Changes such as wood-to-concrete flashing details.		
49. Handrails, Guardrails and Support Details.		
50. Structural Wall Sections with Details at Foundation, Floor and Roof Levels. Include a detailed exterior wall section showing a weather-resistant exterior wall envelope. Specify the construction including type of materials, thickness, sizes, spacings, etc. per CRC R703		
51. Stairway Rise and Run, Framing, Attachment and Dimensions of Members.		
52. Shear Transfer Details and Holdown Bolt Details.		
53. Simpson strong wall or hardy frame standard details when applicable.		

<b>DESIGN CONSIDERATIONS AND SPECIFICATIONS (AS APPLICABLE TO YOUR PROJECT)</b>		
<b>ATTACHED UNIT ONLY – REQUIRED</b>	<b>Sheet #</b>	<b>Detail #</b>
54. Specify the 1-hour fire rated construction at wall and floors separating dwelling units. CRC R302.3		
55. Specify how noise attenuation would be provided between dwelling units. CBC 1206, 1206.3		
56. Locations and sizes of outlets, fixtures, switches, smoke detectors, carbon monoxide alarms, subpanels and main panels.		
<b>BATHROOM – REQUIRED</b>		
57. Show location of mechanical vent to control humidity. Window operation is not a permissible method of providing humidity control in a bathroom. CMC CHAPTER 4, CRC R303.3.1		
58. Clear space around a toilet shall measure a minimum 15" from centerline of toilet to wall or barrier on each side, and a minimum 24" in front of the toilet. CPC 402.5		
59. Shower pan dimensions must be a minimum area of 1024 sq. inches and a minimum finish dimension of 30" in any direction. CPC 408.6		
60. Shower doors shall open outward with a minimum 22" unobstructed opening for egress. CPC 408.5		
<b>DOORS, STAIRWAYS, LANDINGS AND GUARDRAILS</b>		
61. To provide opening protection between the dwelling and an attached garage, show one of the following measures. Note that doors shall be self-closing and self-latching. CRC R302.5.1 - Solid wood doors not less than 1-3/8" thick; - Solid or honeycombed core steel doors not less than 1-3/8" thick; or - A 20-minute fire rated door.		
62. A landing or floor is required on each side of each exterior door. The landing width shall be equal or greater than the door width and 36" minimum in depth. Landings at required egress doors shall be no more than 1-1/2" lower than the top of the threshold. Exception: A door may open at a landing that is not more than 7-3/4" lower than the floor level if the door does not swing over the landing. CRC R311.3.1 and R311.3.2		
63. Show and specify structural framing details for landings, stairs and their supports per CRC R311.7		
a. Specify rise (maximum 7-3/4") and run (minimum 10") from nosing to nosing. Where tread depth is less than 11", a nosing of 3/4" minimum to 1-1/4" maximum is required.		
b. Stairways shall have a minimum headroom clearance of 6'-8"		
c. Locate handrails 34" minimum and 38" maximum from plane parallel to line at face of treads; return handrails to the wall or terminate at newel post.		
d. Landings top and bottom of each stairway shall have a width perpendicular to the direction of travel no less than the width of the flight served and a depth in the direction of travel not less than 36 inches.		
e. For interior stairs, use 1/2" gypsum board to protect walls and soffits on the enclosed side (e.g. closet, pantry, powder room, etc.). CRC R302.7		
64. Guard Rails. Provide 42" minimum high guard rails at balconies and porches greater than 30" above finished grade, which is measured as much as 3 feet out. Specify distance between balusters so that a 4-inch sphere cannot pass through. Provide structural details and calculations per CRC R312		
<b>FIRE PREVENTION SPECIFICATIONS (AS APPLICABLE)</b>		
	<b>Sheet #</b>	<b>Detail #</b>
65. Show and specify smoke alarms in the following locations CRC R314: - In each sleeping room - Outside each separate sleeping area in the immediate vicinity of the bedrooms - On every occupiable level of the dwelling including basements and habitable attics - In the bedroom where a fuel-burning appliance is located within it or its attached bathroom.		
66. Show and specify carbon monoxide alarms in the following locations CRC R315: - Outside each separate sleeping area in the immediate vicinity of the bedrooms - On every level of the dwelling including basements.		
67. All structural elements supporting the floor/ceiling assemblies used as a fire-rated separation shall have 1/2" gypsum board protection. CRC TABLE R302.6		
68. Provide fire-blocking to cut off all concealed draft openings (vertical and horizontal) to form an effective fire barrier between stories and between a top story and the roof space. CRC R302.11		

69. For all new and existing fireplaces specify the make and model number on the plans. If specifying a prefabricated fireplace, show approved listing number and specification cut sheets on plans.		
For complete rebuilds OR IF additions are 50% or more of existing building area or greater than 1,000 sq. ft., a fire sprinkler system is required to protect the new construction, designed per NFPA 13D. Refer to CBC Amendments 903.2.8. for other details.		
70. For all new building construction in a VHFSZ, a fire sprinkler system plan.		

## FOUNDATION, BEARING AND STEM WALLS, SLAB FLOORS, AND SOILS REPORT *REQUIRED*

	Sheet #	Detail #
71. Dimension continuous exterior and all interior bearing wall foundations:		
a. Specify minimum depth of footing in undisturbed natural soil. CRC R403.1.4		
b. Specify minimum height above finished grade. CRC R317.1 & R404.1.6		
c. Specify bearing width. CRC Table 403.1 (1)		
d. Specify minimum stem wall width and footing thickness. CRC R404.1.4.2		
72. Provide capillary break for slab-on-grade floors in conformance with CRC 506 and CALGreen 4.505: A 4-inch thick base of 1/2" or larger clean aggregate shall be provided with a 6-mil polyethylene or approved vapor retarder (lapped 6 inches minimum at edges), in direct contact with the concrete.		
73. Specify the report number (e.g., ICC or IAPMO), name of manufacturer, size and minimum embedment of expansion anchors, epoxy anchors, or powder-driven pins. Show and specify the required edge and end distances, and spacing between fasteners. <b>Special Inspection Required.</b> CRC R403.1.6 & R403.1.6.1		
a. Provide calculation for epoxy holdown per ACI appendix D and dimension the side distance on the detail/s to accurately reflect the distance used in the calculation.		
74. Provide a preliminary soils report or soil tests. Specify minimum soil compaction requirements on the plans.		
75. Where a soils report is required, provide the electronic copy of the letter from the soils engineer in accordance with the soils report if review of foundation plans for general conformance with report is requested.		

## RETAINING WALLS *(AS APPLICABLE)*

	Sheet #	Detail #
76. Provide engineering design calculations, complete details for all retaining walls and a retaining wall plan:		
a. Indicate drainage (Below & Above Grade)		
b. Specify location and size of horizontal and vertical reinforcing, reinforcing splices & grade		
c. Specify bearing width. CRC Table 403.1		
d. Specify maximum height of retained soil, surcharges, and slope of fill behind wall		
e. Where stepped retaining wall is designed provide wall elevations showing wall heights, and stepped footing details.		

## ROOMS, WINDOWS AND EGRESS *REQUIRED*

	Sheet #	Detail #
77. Specify a minimum ceiling height of 7' for all habitable rooms. CRC R305.1 INCLUDES EXCEPTIONS		
78. No habitable room other than a kitchen shall be less than 7' in any dimension and less than 70 sf in area. CRC R304.2 and R304.3		

79. Exterior glazed opening area (window) must be at least 8% of the floor area of all habitable rooms. CRC R303.1 INCLUDES EXCEPTIONS.		
80. Openable exterior opening area must be 4% of the floor area. CRC R303.1 See also Information on Plans for ASHRAE 62.2 for applicable Energy Compliance requirements.		
81. Basements and sleeping rooms must have a window or exterior door for emergency exit or rescue that opens onto a yard, alley, or public way. The window shall have the bottom of the clear opening not greater than 44" above finished floor, 5.7 sf of openable area, 24" net clear opening height, and 20" net clear opening width. CRC R310 Exception: Grade floor openings may have a minimum net clear opening of 5 sf.		
82. Habitable levels or basements located more than one story above or below an egress door are limited to a maximum travel distance of 50 feet from any occupied point to a stairway or ramp that provides egress from such habitable level or basement. CRC R311.4		
83. Required egress doorways shall have a minimum 32" clear width (measured with door open 90° and not less than 6'-6" clear in height. CRC R311.2		
84. <b>SAFETY GLAZING.</b> CRC R308.4 Specify locations where safety glazing is required, including:		
a. Glazing in all fixed and operable panels of swinging, sliding and bifold doors.		
b. Glazing in an individual fixed or operable panel adjacent to a door, where the bottom exposed edge of the glazing is less than 60 inches above the floor or walking surface and it meets either of the following conditions:  1. Where the glazing is within 24 inches of either side of the door in the plane of door in a closed position.  2. Where the glazing is on a wall perpendicular to the plane of the door in a closed position and within 24 inches of the hinge side of an inswing door. See R308.4.2 for exceptions.		
c. Glazing in an individual fixed or operable panel that meets ALL of the following conditions: - The exposed area of an individual pane is larger than 9 sf; - The bottom edge of the glazing is less than 18" above the floor; - The top edge of the glazing is more than 36" above the floor; and - One or more walking surfaces are within 36" of the glazing as measured horizontally.		
d. All glazing in guards or railings regardless of area or height above a walking surface. Included are structural baluster panels and nonstructural infill panels.		
e. Glazing enclosing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers, and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60" measured vertically above any standing or walking surface.		
f. Glazing adjacent to stairways, landings and ramps within 60" horizontally of a walking surface when the exposed surface of the glazing is less than 36" above the plane of the adjacent walking surface.		
g. Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within a 60" horizontal arc less than 180 degrees from the bottom tread nosing.		

## ROOFS, SKYLIGHTS, RAFTERS, BEAMS AND OTHER STRUCTURAL ITEMS (AS APPLICABLE)

	Sheet #	Detail #
85. Show and specify a minimum roof slope of 1/4" in 12" for flat roofs. CRC R905.9.1, R905.11.1, R905.12.1, R905.13.1, R905.14.1, and R905.15.1. For metal roof panels, see CRC R905.10 for slope requirements.		
86. Where the pitch is less than 3:12, design the ridge beams, hips and valleys as a vertical load carrying members. CRC R802.4.4		
87. Specify minimum class 'A' roofing on the plans. CBC Table 1505.1 Amended and CRC 902 Amended. Specify on the plans that the fasteners for the roofing shall be corrosion resistant per CRC R905.2.5.		

88. Delineate the roof drainage system and its discharge to 5 feet minimum from foundation to an approved drainage system.		
89. Specify the make, model number, and approved listing number (e.g. ICC, IAPMO, etc.) of each skylight on the plans. Show and specify framing members around skylight openings. CRC R802.9 Show and specify skylight installed on 4" minimum high curb when the roof slope is less than 3:12. CRC R308.6.8		
90. Show and specify the size of the ridge, hip and valley beams to be not less in depth than the cut end of the rafters. Show adequate support for hips, valley beams, and ridge beams. CRC R802.3, R 802.4.3.		
91. Show and specify rafter ties or collar ties and their connectors for roof framing in accordance with the CRC Section R802.4.2 and Table R802.4.1(9).		
92. Note on the plans: "Submit Certificate of Conformance indicating that the glue-laminated members conform to the requirements of ANSI/AITC A190-1 upon request of the City building inspector prior to installation." Provide glue-laminated specifications on the plans.		
93. Provide metal tie straps centered on ridge and connected to rafters supported by a load-bearing ridge beam or collar ties located within upper third of the attic space. Maximum spacing is 4 feet. CRC R802.4.2, R802.4.6.		
94. Where the uplift force is 200 lbs. or more, provide a tie-down clip (e.g., Simpson H2) between rafter to top plate. CRC R802.11 (If no calculations are provided, show tie-down clips on details.)		
95. Specify how double-framing members are interconnected. CRC Table R602.3.1		
96. Provide typical nailing schedule on the plans. CRC Table R602.3(1)		
97. Bearing wall studs shall not exceed a height of 10 feet, unless they are in compliance with exception 2 of R602.3(1) or are justified by engineering analysis. CRC Table R602.3(5).		
98. Specify on the plans the material properties or approved listing number for each type of structural framing element identified on the plans.		
99. Provide structural design calculations for rafters, joists, beams, girders, headers, posts, columns, and their connections, for engineered structural framing systems, or use 2022 CRC tables for Conventional Light Frame Construction.		
100. Show details of stone or masonry veneer walls. Indicate anchorage, maximum height, and required footings, as applicable. CRC R703		
101. LATERAL BRACING. Show and specify Conventional Light-Frame Construction lateral bracing provisions per CRC R602.10 and CBC: 2305 CRC R106.1.1		
a. Braced wall panel lengths and locations.		
b. Type and thickness of panel sheathing, and connections to studs, sole plates and top plates.		
<b>Where portions of the building do not satisfy the lateral bracing provisions:</b>		
a. Provide structural calculations tracing the load path from roof to foundation. Design and detail all elements of the lateral force resisting system. Demonstrate continuous load path of each tie-down location to the foundation.		
b. Where beams support discontinuous load path from shear walls above, demonstrate adequate structural capacity of the elements and connections within the load path, through analysis and detailing. See ASCE 7-16 section 12.3.3.3 AND 12.4.3.2.		
c. Specify the minimum length of each shear wall, or shear wall segment.		
d. Provide in-plane shear capacity check for walls with height to width ratios exceeding 2:1. AWC SDPWS-2021 Section 4.3.4		
e. Specify size, type and spacing of plywood nailing and sills connections		
f. Show and specify adequate footings under all shear walls and at ends of panels with holdowns.		
g. Specify size, embedment and distance from center of holdown anchors to edge and sides of foundations on the foundation plan. Note on the plan: "Holdown anchors to be tied in place prior to calling for foundation inspection.		
h. Show and specify all lateral force transfer details on plans.		
i. Penings in shear walls must be detailed & call out on plans.		

## TITLE 24 BUILDING ENERGY EFFICIENCY STANDARDS (AS APPLICABLE)

	Sheet #	Detail #
102. Show and specify a minimum roof slope of 1/4" in 12" for flat roofs. CRC R905.9.1, R905.11.1, R905.12.1, R905.13.1, R905.14.1, and R905.15.1. For metal roof panels, see CRC R905.10 for slope requirements. - Include on plans mandatory measures.		
103. For performance Compliance Method, all pages of the CF1R form must have the same "Report Generated" date and time. If HERS verification is required, the form must be registered with a HERS provider.		
104. Provide the CALGreen checklist on the plans indicating all the 'green' features proposed; see: <a href="https://codes.iccsafe.org/content/CAGBSC2022/chapter-4-residential-mandatory-measures">https://codes.iccsafe.org/content/CAGBSC2022/chapter-4-residential-mandatory-measures</a> . Where the addition or alteration increased the building's conditioned area, volume, or size, the requirements of CALGreen chapter 4 shall apply only to and within the specific area of the addition or alteration. CALGreen 301.1.1		
105. Buildings finalized prior to January 1st, 1994 are subject to California Civil Code Section 1101.4 for installation of water conserving plumbing fixtures. CALGreen 301.1.1.		

## VENTILATION AND ACCESS FOR ATTIC AND UNDER-FLOOR (AS APPLICABLE)

	Sheet #	Detail #
106. Show and specify attic access. Specify minimum dimensions: 22" x 30" and have a vertical height of 30 inches or greater. CRC R807 (30" x 30" when HVAC is located in the attic).		
107. Provide a cross section through the attic demonstrating how the air handling unit meets the requirements for access; passageway height, length and width; work platform; lighting and convenience outlet for furnace installation and maintenance. CMC 904.9		
108. Show and specify under floor access. Specify minimum dimensions: 18" X 24". CRC R408.4 Provide details and reference on plan.		
109. Provide the calculations for the minimum required under-floor ventilation and specify how cross ventilation will be accomplished. Typically, the net free area of ventilation openings shall not be less than 1/150 of the underfloor area. See CRC R408 for exceptions.		
110. Provide calculations for the minimum required roof or attic ventilation and specify how it will be accomplished. Typically, the net free ventilating area shall not be less than 1/150 of the area of the space ventilation; see CRC R806.2 for exceptions. Verify that the ventilation calculations accurately reflect the ventilation shown on the plans. <ul style="list-style-type: none"> <li>a. Where roof areas are isolated from adjacent roof areas, provide the required ventilation for each isolated area.</li> <li>b. Show how the California framed portion of the roof is cross ventilated.</li> <li>c. For additions, specify the size and location of all vents (new and existing to remain).</li> </ul>		
111. For new residences or additions greater than 1000 sf, show the method of house ventilation as required by Energy Compliance Standards Title 24, Part 6 #150(o) mandatory measures and the ASHRAE 62.2 standards.		

## WATER HEATERS, FURNACES, AND CLOTHES DRYERS (AS APPLICABLE)

	Sheet #	Detail #
112. Show location of water heater, forced air unit and/or heat pump on the plans.		
113. Show and specify how the water heater will be seismically braced per CPC 507.2. Water heaters in garages or adjacent spaces that open to the garage and are not part of the living space of a dwelling unit shall be installed so that the burners and burner-ignition devices are located not less than 18" above the floor, unless listed as flammable vapor ignition resistant. CPC 507.13		
114. Water heater installations in bedrooms and bathrooms shall comply with CPC 504 options: <ul style="list-style-type: none"> <li>a. Option #1 - The water heater shall be of the direct vent type.</li> </ul>		

b. Option #2 - Fuel-burning water heaters may be installed in a closet located in the bedroom or bathroom provided the closet is equipped with a listed, gasketed door assembly and a listed self-closing device that does not have a hold-open feature. The assembly shall be installed with a threshold and bottom door seal. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the water heater.		
115. Central heating furnace installations or low-pressure boiler installations in bedrooms or bathrooms shall comply with CMC 904.1 options:		
a. Option #1: The furnace or low-pressure boiler may be installed in a closet located in a bedroom or bathroom, provided the closet is equipped with a listed, gasketed door assembly and a listed self-closing device that does not have a hold-open feature. The assembly shall be installed with a threshold and bottom door seal. All combustion air for such installations shall be obtained from the outdoors. The closet shall be for the exclusive use of the furnace or low-pressure boiler.		
b. Option #2: The central heating furnace or low-pressure boiler shall be of the direct-vent type.		
116. Show and specify a laundry tray or automatic washer standpipe for each dwelling unit. CPC Table 422.1.		
117. Ventilation for mechanical clothes dryers shall be vented to the outside and comply with CMC 502.2, CMC 50.4.4		

TENTATIVE PARCEL MAP (FOR URBAN LOT SPLITS)		
	Sheet #	Detail #
118. Identify the county-assigned map number.		
119. Indicate the date of preparation, North point and scale.		
120. Clearly show the boundary of the division of land, shown to scale and tied to a known point.		
121. Provide a key map, indicating the location of the proposed division of land in relation to the surrounding area.		
122. Provide sufficient elevations or contours to determine the general slope of the land and the high and low point thereof.		
123. Identify the approximate location of all areas subject to inundation or stormwater overflow, and the location, width and direction of flow of each water-course.		
124. Identify the appropriate location of all trees standing within the boundaries of proposed rights-of-way.		
125. Identify the location, width, approximate grade and centerline radius of existing and proposed streets, alleys, highways, ways and easements which are within or adjacent to the proposed division of land.		
126. Show existing street improvements, including drainage structures.		
127. Actual names for existing streets or highways and a proposed name for each new street or highway.		
128. Label any existing or proposed easements other than streets or highways.		
129. Show the layout of lots, including approximate dimensions and lot numbers and, where pads are proposed for building sites, the approximate finish grade.		
130. Show existing structures, shown to scale, within or immediately adjacent to the division of land; show house numbers and label each structure with the proposed division.		
131. Provide the general location of all proposed buildings and structures and the means of access thereto.		
132. Show existing sewers, culverts or other underground structures within the division and immediately adjacent thereto, with pipe sizes, grades and locations indicated.		
133. Show the location of existing and proposed sanitary sewers, with manholes, water mains, fire hydrants, stormwater drains and other public utilities, with grades and sizes indicated.		