



DOCUMENT SUBMITTAL CHECKLIST

Residential Projects

<p>The items listed below are needed to submit your project for plan check. Without the appropriate items, we will be unable to render a complete and thorough plan check. This will cause delays in the plan check procedure and permit issuance.</p>	
<p>In general, the plans should be:</p> <ul style="list-style-type: none"> Clearly delineated, showing all existing and new construction Drawn to ¼ per ft. scale and fully dimensioned Clear and legible; illegible plans will not be accepted 	
<p>Provide the minimum number of sets required:</p> <ul style="list-style-type: none"> 2 sets of Building Plans 2 sets of Landscape Plans <p>(see Master Plan Requirements #5 for Subdivisions)</p>	<p>***FINAL PLAN SUBMITTAL MUST INCLUDE ELECTRONIC VERSION OF PLANS IN PDF (DIGITAL) FORMAT ***</p>
<p>It is the applicants responsibility to provide documentation to other applicable agencies as listed :</p> <ul style="list-style-type: none"> Cosumnes CSD Fire District (916) 405-7111 	
Plan sets shall consist of:	CHECK OFF
General Information Pages	
Plot/Site Plan	
Architectural Plans including: Floor Plan, Elevations, Roof Plan, Sections and other details	
Structural Plans including: Foundation Plans, Truss Information, Floor & Roofing Framing Plans, anchorage & bracing of walls, and other structural framing details as appropriate	
Electrical Plan: Floor Plan showing electrical items; locations may be superimposed in floor plans	
Fire Sprinkler/Fire Alarm layouts and specifications	
Calculations: (if required) Structural Calculations Title 24 Energy Calculation Forms	
Other items required if applicable:	
Soil reports and compaction tests For new buildings when soil bearing pressure used in design exceeds 1500 psf	
Water supply, drainage calculations, CALGreen reductions and drain fixture units	
Structural calculations: Truss drawings and structural details shall be a part of the plans and a minimum of two sets of calculations shall be stamped and wet signed by the design professional	
Title 24 Energy Calculations: Forms MF1R, WS-1R and CF1R shall be a part of the Mandatory Note Block approved plans; short forms are available for additions under 999 sq ft.	
Special Inspection Program (if applicable) For a detailed checklist refer to CBC § 1701. Identify each item requiring special inspection considering items such as excavation and filling, embedded anchors, structural masonry, welding, high strength bolts, smoke control systems, etc.	
CALGreen: (new buildings only) Calculations, notes, products to be used, recycling, etc.	

SPECIFIC PLAN SHEET INFORMATION

1. GENERAL INFORMATION: (cover sheet) <i>(Multiple information can be combined on plans for simple building, if clarity is maintained)</i>	CHECK OFF
Project name & address, as well as project owner's name, address and phone number	
Zoning	
Name, title, address, phone number of design professional	
Current applicable codes	
Parcel number	
Occupancy group(s) and type of construction, fire sprinklers	
Use of all rooms, existing and new	
Total square footage of building	
Description of scope of work and pages numbered (x of y)	
Index of drawings	
Vicinity map, location and North arrow	
Stamp & wet signature of design professional (all sheets) if applicable	
2. Plot/Site Plan	
Lot dimension showing whole parcel and property lines	
Building footprint-providing dimensions to property lines and distance to street centerline	
Identify location within building footprint where work is being done and other existing structures	
Identify building orientation and North arrow	
Mandatory requirements of Planning: setbacks, lot usage, lot coverage	
Show location of:	
• Electrical meters	
• Sewer lines and clean outs	
• Water lines w/meter and back flow devices	
• Gas meters	
• Access roadways (Fire District)	
• Curb, gutters and sidewalks (may be required as a condition for permit issuance where non-existent or in disrepair GMC 15.04.010.7)	
• Fire hydrant locations and water main size	
• Retaining walls	
• Oak tree location(s)	
• Grading and direction of lot drainage	
• Building and pad elevations	
• Easements and setback requirements	
• Proposed use of structure	
• Storm Water Plan (CALGreen required on new buildings only)	
3. Architectural and Structural Plans	
a. Foundation Plan	
• Show all new and any existing foundation/footings	
• Plan view required – ¼ inch per foot scale	
• Show footing details, grade beams, etc.	
• Show locations and provide installation details for all embedded hardware and reinforcing steel	
• Vapor barrier details, slab details, sand, rock, etc. (See CALGreen § 4.505.21)	
b. Floor Plan (show new and existing work and show each floor drawn to scale and fully dimensioned)	
• Show size of all openings, swing of doors	
• Identify window types	
• Fire wall details	
• Show location of all heating & AC Equipment; Floor & Attic ventilation calculations & combustion air calculations	
• Show location of all stairways	
• Identify uses of all rooms	

3. Architectural and Structural Plans - cont.	CHECK OFF
• Reference to section details	
• Smoke and carbon monoxide detector details	
• Light & ventilation calculations	
c. Floor – Wall – Ceiling – Roof Framing Plans	
d. Exterior Elevations (also provide 2 copies - 8 ½" x 11")	
e. Details:	
• Cross sections	
• Bracing and support details	
• Fire rated shafts, floor, ceiling/roof	
• Protection of penetrations in floors & walls	
• Structural material specifications	
• Door/window schedules: list size and rating	
• Structural connections-hold downs, welding, columns, etc.	
• Framing details	
• Section Details	
• Occupancy separations / details	
• Ceiling assemblies; including ceiling vapor barrier per CBC	
• Flashing details for all windows, vents, hose bibs, etc.	
• Footing details-piers, grade beams, etc.	
• Hardware connections: diaphragm & shear transfers, load paths, etc.	
• Handrails, guardrails, along with support details	
4. Electrical Plan (single line diagram)	
Floor plan showing:	
• Lighting fixtures / GFCI circuits / AFCI circuits / tamper resistant outlets	
• New and existing and to be removed	
• HVAC equipment	
• Receptacles and light switches	
• Panel locations/size	
• Grounding & bonding	
Site plan showing service entrance conduit route	
Load calculations subject to jurisdictional approval	
DEFERRED SUBMITTAL	
<i>If there are extenuating circumstances, some documents or required information may be accepted as a "Deferred Submittal". Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.</i>	

Master Plan Requirements

<p>Master plan projects require a minimum of ten (10) or more units to be constructed with a minimum of five (5) units in the same subdivision from the same plan and specifications. In addition to the items previously listed, the following shall be included:</p>	CHECK OFF
1. Assessor's parcel pages of the subdivision map reduced to 8 1/2" x 11" sheet	
2. Minimum of ten (10) lots shall be identified with appropriate house plan numbers	
3. Energy calculations must show all directions; north, south, east and west	
4. Model home landscape plan (if applying for model home complex) see Chapter 18.52 of the Galt Development Code and the Galt Landscape Design Guidelines for details	
5. Master front yard landscape plan (typical) <ul style="list-style-type: none"> • Location of automatic sprinkler heads • Extent and type of turf (lay-down sod or seed) • Minimum one (1) street tree (between 7' and 10' behind right-of-way) 	

Building Permit Submittal

<p>The City of Galt Building Division cannot issue any building permit until all of the following items have been submitted:</p>	CHECK OFF
1. Building Permit Application	
2. School Notice of Fee Mitigation	
3. 11" x 17" reduced copy of floor plan including all dimensions - 2 copies showing: <ul style="list-style-type: none"> • Address of property • Square footage of living area • Square footage of garage • Square footage of patio cover 	
4. 8-1/2" x 11" copy of plot plan - 2 copies. (See plot plan detail for submittal requirements)	
5. 11" x 17" reduced copy of foundation plan (master plan projects) - 2 copies	
6. 2 Copies of Exterior Elevation Plan (8 1/2" x 11")	
7. Copy of current Contractor License	
8. Copy of current Workers Compensation Insurance	
9. 2 Copies of Front yard landscape plans. <ul style="list-style-type: none"> • Location of automatic sprinkler heads • Extent and type of turf (lay-down sod or seed) • Minimum one (1) street tree (between 7' and 10' behind right-of-way) 	
10. Housing Element Tracking Form	

Before your Building Permit can be issued, clearance from other Departments/Agencies will be required.

- A. The Planning Division (209-366-7230) will review submittal and provide clearance to assure compliance with zoning codes, land use, setbacks, heights, address, parcel location and parking. Use permits may be required for certain activities or structures.
- B. The Public Works Department (209-366-7260) will review submittal and provide information and clearance regarding encroachment requirements. Either an encroachment permit will be issued or a notice of exemption provided. If your property is accessed from a State Highway, a clearance from the California Department of Transportation (CALTRANS) may be required prior to permit issuance. Contact CALTRANS at (916-874-2589).
- C. A clearance or approval from the Cosumnes Fire District (916-405-7111) may be required. This clearance or approval must be obtained prior to the permit issuance. Applicant is responsible for submitting plans directly to the Fire District Office.
- D. The Galt Joint Union Elementary School District (209-744-4545) shall provide a clearance or receipt for impact fees, prior to permit issuance. Applicant will receive a fee form from the City of Galt for submission to the School District Office for payment/clearance after plan approval has been obtained and prior to permit issuance.

The application with construction documents must be examined; approved, and a building permit issued before construction begins. Detached structures require separate permits.

All construction shall comply with the minimum requirements of the following codes effective January 1, 2014

2013 California Residential Code (CRC) www.bsc.ca.gov
2013 California Plumbing Code (CPC)
2013 California Mechanical Code (CMC)
2013 California Electrical Code (CEC)
2013 Residential and Non-Residential Energy Standards www.energy.ca.gov/title24/2008standards
2013 CALGreen www.bsc.ca.gov/CALGreen/greencode.htm
Other prevailing City Ordinances and State Laws

Design requirements shall apply as follows:

Minimum soil bearing pressure of 1,500 pounds per square foot (without soils analysis)
Site Class C Soil (very dense)
The Basic Wind Speed is 85 mph, Exposure C
Seismic Site Design Category D (without soils analysis)
Climate Zone 12
Snow Load Zero (0)