



**DEPARTMENT OF PUBLIC WORKS
Building and Safety Division**

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**MINIMUM PLAN INFORMATION
REQUIRED FOR A BUILDING PERMIT**

To help expedite the plan check process, applicants seeking advice as to what plan documents will be required in order to obtain a Building permit, should be provided with this informational hand-out developed by the Department of Public Works, Building and Safety Division and/or referred to our office for further assistance.

As per International Building Code, Title 2 of the California Administrative Code, Housing and Community Development and Title 24, California Energy Efficiency Standards, the following check list has been developed to outline the minimum information which must appear on, or accompany, all plans being submitted for review and issuance of a Building Permit.

Plans submitted to the Building and Safety Division for Building Permit application will also be reviewed by the following Departments or Agencies (plans will be routed by the Building and Safety Division to all other Departments, except the Community & Economic Development Department, adjacent to our office).

- A. Approval from the County Environmental Health Division if the project includes a private sewer system or water system, or any food services.
- B. Approval of the Community & Economic Development Department is required on all building permits.
- C. Approval of Fire Department is required on all structures.
- D. Approval of Roads Division.

Be prepared to submit to the Building and Safety Division office for plan check:

- A. **ONE (1) full set of plans and a complete set of all other minimum documents in an electronic format (i.e. CD, flash/thumb drive). A DropBox link can be provided upon request.**

MINIMUM PLANS:

Construction drawings of your project are necessary for the Building and Safety Division to complete the plan check and permit process. Drawings shall be on appropriate sized standard sheet scale (example: 18" x 24", 23" x 36", or 30" x 42".) Plans for commercial projects require stamp and signature (electronic or digital) from a CA licensed Architect or Engineer responsible for all documents submitted, in accordance with state licensing laws.

Minimum Plan Information Required For Building Permit (cont.)

The following list indicates the minimum drawings, details and/or information required for all basic structures, a new house or a major remodeling job.

A. SITE (PLOT) PLAN, Scale 1" = 10' or 20' or 1/16" = 1' or 1/8" = 1':

1. The first sheet must indicate all of the following: Owner's and/or Builder's name and contact information; project address and assessor's parcel number; the square footage of each occupancy (i.e. dwelling, garage, covered porch/patio, etc.) and, if residential, the number of bedrooms.
2. Entire property with dimensions of boundaries, North arrow, frontage street and name of same.
3. Show setback dimension from property line, street S/W line or street centerline.
4. Location of existing structures and proposed structure or addition, with dimensions and distances from property lines and between structures.
5. Location of utility services such as water, gas, well, sewer lines and/or private sewer system, and electric service.
6. Locate and dimension all right-of-ways or utility easements on property.
7. Give site elevations at corners of lot or approximate grade lines to assure surface drainage away from proposed structure (minimum of ten (10) feet around entire structure).
8. Show minimum floor elevations above centerline of street and adjacent grades within ten (10) feet.

B. FOUNDATION PLAN, Scale 1/4" = 1' or 1/8" = 1':

1. Include soils report and detail all soils report requirements on plans (see County exemptions).
2. Layout of foundation walls and concrete slabs, with dimensions.
3. Size and location of footings, piers, beams, air vents, access holes, and integral footings in slabs.
4. Indicate moisture barrier and slab reinforcing or size, direction and spacing of floor joists and/or beams.

Minimum Plan Information for Building Permit (cont.)

C. FLOOR PLAN, Scale 1/4" = 1' or 1/8" = 1' (for each floor):

1. Size and arrangement of rooms and partitions, with the use of the rooms or spaces clearly labeled.
2. Location of plumbing fixtures, appliances (including heating and/or air conditioning unit), fireplace and electrical features such as outlets, switches and light locations.
3. Window size and type and door size, type and direction of swing.
4. Size, direction and spacing of ceiling joists, rafters or trusses.
5. Indicate on floor plan sheet the following.
 - a. Total square footage of living space for each floor and total square footage of garage and/or other accessory spaces.
 - b. Total square footage area of all windows and/or glass doors in all exterior walls.
 - c. Size of heating and/or air conditioning unit being provided.

NOTE: For an addition or renovation, show schematic floor plan of entire existing structure to scale. Dimensions and details are needed only where new work is to be done.

D. EXTERIOR ELEVATIONS, Scale 1/4" = 1' or 1/8" = 1":

1. Show ALL sides of building with exterior finish materials and roof materials indicated.
2. Show ALL openings in walls such as doors, window, foundation vents, etc.

E. TYPICAL CROSS SECTION, Scale 1/4" = 1' (or larger):

1. All floor, wall and roof framing with size and spacing of members.
2. Heights of crawl spaces, floors and ceilings, and pitch of roof.
3. Footings, foundation and finish grade.
4. Roof and exterior wall materials including insulation and sheathing (if used).

Minimum Plan Information for Building Permit (cont.)

F. DETAILS:

1. Clearly show sizes, materials, connections and construction of the following, if applicable.
 - a. Window details if not shown on floor plan.
 - b. Fireplace section
 - c. Roof truss plans and signed, stamped calculations with the name of manufacturer.
 - d. Plumbing layout, pipe sizes and fixtures.
 - e. A separate plan showing framing of each floor and roof will be required if not included on floor plans or if framing is complicated.
 - f. Heating ducts and/or air conditioning plan of each floor if not indicated on floor plans or if system is complicated.

G. ENERGY CONSERVATION INFORMATION:

Two (2) sets of appropriate forms, calculations and/or information. The CF-1R and MF-1R pages are required to be “blueprinted” in the plans as well.

All mandatory energy saving measures such as occupant sensors, dimmers, automatic switches, etc., must be detailed on plans.