New Residential Dwelling Plan Review and Building Permit Submittal Requirements

This checklist is designed as an overall guide for residential habitable dwellings. There may be some items that do not apply to your project, for example truss calculations when the project is using conventional roof framing. As each project is unique, there may be requirements in addition to those listed. For your construction plan review to be processed, the following items must be included with your application. Selecting the correct document type is important, merge all plan sheets into ONE (1) PDF file. Additional attachments are uploaded as a PDF and document type name in drop-down located in the "Additional Attachments" tab.

Attachment Type (Plans)

- **Title Sheet** (see page 2 for additional details)
- **Site Plan** (see page 2 for additional details)
- **Floor Plan -** doors, windows, exterior/interior walls, features, complete dimensions, etc.
- **Electrical Plan -** location of equipment, switches, outlets, panels, sub-panels, service entrance, etc.
- **Plumbing Plan -** location of fixtures routing & size to sewage disposal system, water, gas, etc.
- **Mechanical Plan -** location of equipment like furnace, A/C, HVAC, routing of ductwork, etc.
- **Exterior Elevations of all sides of structure(s) – i**ncluding location of illuminated address numbers, showing both new and existing construction
- **Construction Notes -** applicable code sections which the project must comply with, material specifications, other notes, etc.
- **Foundation Plan -** floor plan, structural details, attic access, etc.
- **Framing Plan (Wall, Floor and/or Roof) –** layout
- **California Green Code -** Building Standards and Mandatory Measures
- **Title 24 Energy Compliance Documents –** required signed sheets printed onto plan sheets

Additional Attachments **(Select document type from drop down list)**

- **Structural Calculations –** stamped and signed by California Licensed Engineer or Architect
- **Truss Calculations –** layout shown in plans & structural calculations (When proposing roof trusses)
- **Fire Flow Test –** obtain from water district and upload to attachments
- **Property Owner Authorization –** download form, complete and sign
- **State Septic System Approval –** if septic system is proposed, upload Santa Ana Regional Water Quality Control Board approval document. A separate city building permit application is required for the septic system and shall be included at time of this application.
- **Upload any other pertinent attachments.**

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A Comprehensive Title Sheet must contain the following (at a minimum):

- Show Valid Yucaipa City Address(es) **–** Where required, contact Planning Division to obtain a new address: email ksyme@yucaipa.gov or visit Yucaipa City Hall
- Assessor's Parcel Number (APN)
- Legal Description of Property
- Complete Scope of Work Statement, listing all aspects of construction covered under this permit
- Square Footage (SF) of each new structure
- Occupancy Group(s)
- Floor Area (SF) list separately Livable Area, Garage, Porch/Patio, Deck, etc.
- Number of Stories
- Construction Type
- Building Code Editions and Yucaipa Municipal Code
- Vicinity Map
- Fire Sprinklers (Yes or No)
- Sheet Index
- Deferred Submittals or Under Separate Permit section
- PV Solar (Required on all new dwellings over 622 sq. ft.) Indicate proposed kW DC
- Property Owner's Information
- Plan prepared By: Show name, address, email and phone number
- Signature and stamp of designer/architect/engineer of record (electronic signature is acceptable)

A Comprehensive Site Plan must contain the following (at a minimum):

- *North Arrow*
- *Show location and distance from property lines of all existing and proposed structures*
- Any existing or proposed walls, especially retaining walls (Requires separate permit)
- Show all property lines and adjacent street names
- Location of existing and proposed sewage disposal systems (septic tanks) or public sewer and proposed lateral interconnection
- Fire hydrant location and distance "as the hose lays" to furthest corner of new structure
- Zoning Setbacks/Easements
- Driveway leading to garage
- Site Drainage – using arrows showing direction and % of slope drainage away from foundation

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Additional Documentation or** Attachments **Due Before Permit Issuance:

- Landscape Plans required to be submitted prior to issuance
- Fire Sprinkler Plans required to be submitted prior to issuance
- ADU Deed Restriction
- Development Impact Fees - for information contact Maria Koolhaven: **mkoolhoven@yucaipa.gov**
- Waste Diversion deposit paid (if over 2,000 square feet of total construction Contact Tara Davis tdavis@yucaipa.gov or (909) 797-2489 Ext. 282
- School District fees paid, or exemption letter
- Finaled Grading Permit (Grading Engineer's Report)
- Water District fees paid
- YVWD sewer fees paid

PLANNING DEPARTMENT SITE PLAN EXAMPLE

****BLUE TEXT IS PROVIDED AS AN EXAMPLE****

Identification: Names, Addresses, Telephone Number of Owner, Applicant and Plan Preparer:

Name: _____

Address: _____

Telephone Number: _____

Utilities: Names, Addresses and Telephone Number of:
- Water Company: _____
- Sewage Disposal: _____
- Electric: _____
- Gas: _____
- Telephone: _____
- Cable Television: _____

Legal Description:
- Number of Acres: _____
- APN (Assesor Parcel Number): XXXX-XXX-XX

To obtain APN locate property on map found on: arcpropertyinfo.sbcounty.gov

Project: Use of each existing and proposed structure and number of dwelling units.

EX: Metal Garage for storage of vehicles.

Dimensions: Property lines and Dimensions

Road/ Easement: Indicate location, names, widths of boundary streets and recorded road, utility or drainage easements on property. **Indicate by note if none exist.**

EX. 8' Wide Utility Easement

Drainage: Drainage channels, or hilly terrain, contour lines. **Indicate by note if none exist.**

EX: No Drainage Channels or Hilly Terrain

Grading/ Topographic: (Existing rough grade contours and finish contours, finished elevation at lot corners and graded areas, finish grades for all structures, pads, and parking surfaces) **Indicate by note if none exist.**

EX: No Grading Flat Land

Land Use District of Project Area: RS-10M
Land Use District of Adjacent Area: RS-10M

Structures:
Project Area: Proposed Metal Garage, Existing Home and Garage
Adjacent Area: (Within 30 ft. of project property line)

Lot Coverage: Show percentages of site covered by structures, paving, and any other proposed impermeable surfaces by dividing impermeable surfaces square footage by lot square footage.

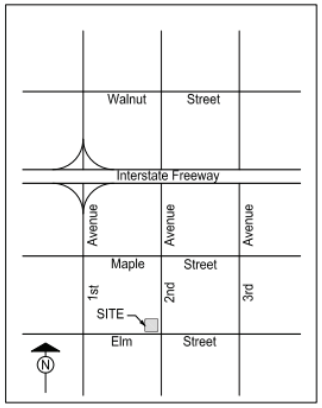
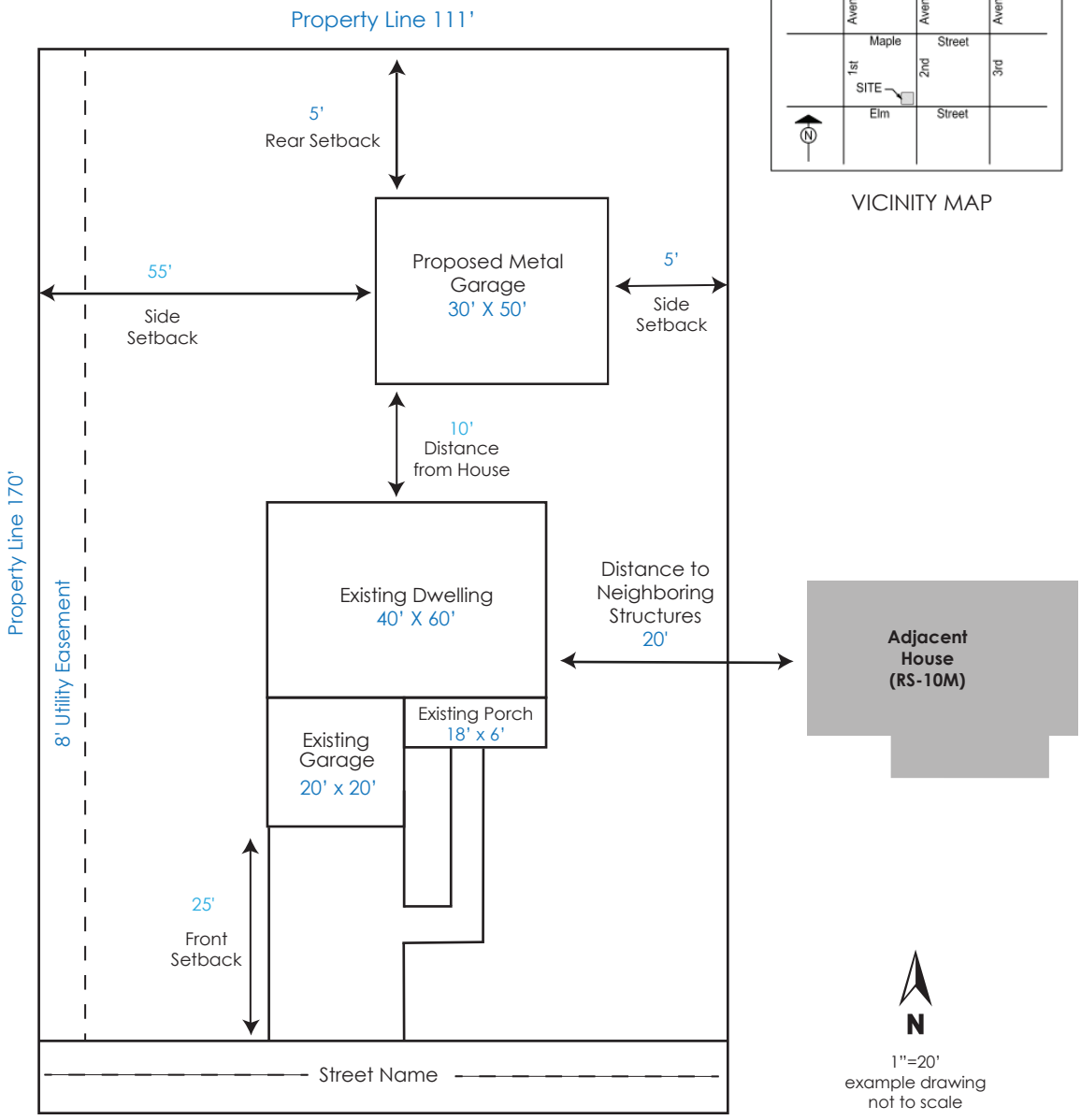
EX. 2,808/18,870 = 0.148%

0.148 X 100 = ~15% lot coverage

Plant and Tree Protection:
Protected or native trees : _____
Indicate by note if none exist.

Nearest Fire Hydrant Location:

Should be within 400 ft. of the proposed structure's farthest edge.



VICINITY MAP