Digital Document Submittal List

I. Drawings (Submitted as one document)
   A. Cover Sheet
   B. Plot Plan
   C. Grading Plan
   D. Architectural Plan
   E. Structural Plan
   F. Plumbing / Mechanical Plan
   G. Electrical Plan
   H. Demo Plan
   I. Exterior Elevation Plans

II. Supplemental Documentation
   A. Structural Calculations
   B. Title 24 Energy Forms and Calculations
   C. Soils Report with soils engineer’s review letter
   D. Completed Building Permit Application

Information to be included on Documents

I. Drawings
   A. Cover Sheet
      1. All Documents
         a. Street address and Assessor’s Parcel Number
         b. Complete dimensions and scale
         c. Wet sign all documents by Document Maker
      2. Cover Sheet
         a. Index of Drawings
         b. Applicable Codes and Editions
         c. Description and Type of Work
         d. Occupancy and Type of Construction
         e. Gross area, by Floor(s)
         f. Name, Title, Registration, Address and Phone Number of the design professional
   B. Plot Plan
      1. Lot Dimensions
      2. Existing and Proposed Building Footprint
         a. Projections
         b. Dimensions to Property Lines
         c. Dimensions to Existing Structures
      3. North Arrow
      4. Easements
C. Grading and Drainage Plan
   1. Top and Toe of Slopes
   2. Pad Elevations
   3. Drainage Plan
   4. Topo (Hillside Sites)
   5. Retaining Walls
   6. BMP’s

D. Architectural Plans
   1. Architectural Floor Plan(s)
   2. Exterior Elevations
      a. Building Height
      b. Exterior materials (i.e. siding, roofing etc.)
   3. Architectural Details
      a. Handrail and Guardrail
      b. Flashing at Vertical Junctures of Materials
      c. Fireplace
         (1) Masonry Fireplace Construction details
         (2) Metal Fireplace, Woodstove or Decorative Gas Appliances listing
             and clearance information
   4. Window Schedule
   5. Door Schedule

E. Structural Plans
   1. Foundation plan
   2. Floor Framing Plan(s)
   3. Roof Framing Plan(s)
   4. Structural Details
      a. Foundation Details
         (1) Footings
         (2) Piers
         (3) Seismic hold down type and location
      b. Connection Details
      c. Framing Details
   5. Structural Materials Specifications
   6. Typical Cross Section in each direction
   7. Manufactured Truss Information
   8. Shear and braced wall plan

F. Plumbing/ Mechanical plan
   1. Location of Mechanical Equipment and Plumbing Fixtures
   2. Location of Flues
   3. Location and size of Combustion Air Vents
   4. Gas and Water pipe sizing and calculations
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a. Please provide a gas line schematic that indicates BTU values of all existing and proposed gas appliances, the developed length from the meter location to each appliance outlet, the minimum pipe size and the proposed gas pipe material. CPC 1216 and T1216.2(1).

G. Electrical Plan
1. Service Panel size and location
2. UFER ground detail and location
3. Sub-panel location(s)
4. Dedicated circuits
   a. HVAC
   b. Dishwasher
   c. Disposal
   d. Central Vacuum
5. GFCI/AFCI protected outlet locations
6. Smoke detector locations
7. Outlets, fixtures, and switches
8. Carbon dioxide detector locations

H. Demolition plan.

1. For remodels and additions a demolition plan shall be submitted showing all areas of walls and floors to be demolished clearly identified in the drawings and a work scope statement. The city may require a letter from a Structural Engineer.

2. Any modifications to the demolition plans, including modifications to the scope of work, means and methods of demolition/construction, or changes to the framing, windows or any exterior elements shall be submitted to the Building Department for Review and Approval prior to proceeding with demolition and/or construction. In the course of construction, the City may require additional plans as they deem necessary.

I. Title 24 -Energy Documents
   a. Certificate of Compliance sheets
   b. Low Rise Residential Mandatory Summary
   c. HVAC System Heating and Cooling Loads Summary
   d. California Mandatory Green Measures
   e. Construction Waste Management Plan with first 2 pages completed


II. Supplemental Documents:
   A. Required. The following supplemental documents are always required with a building permit application:
      1. Title 24 Energy Forms and Calculations
         a. Incorporate completed CF-1R with all required signatures and a completed MF-1R into drawings for residential
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b. Incorporate completed NRCC with all required signatures into drawings for commercial

c. Provide complete back-up documentation from manufacturer of product and/or equipment specification and listing agencies.

2. City of Capitola Business License for Contractor

B. Project dependent. The following supplemental documents are

1. Structural Calculations
2. Soils Report (verify requirements with the Building Official)
3. Special Inspection Form

IV. Submit 2 sets on 24" x 36" sheets to Building Department when project has been approved.

Please note: All development projects which require a Planning Permit must obtain the Planning Permit prior to building permit.