



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
FAX: (831) 479-8879  
Website: <http://www.cityofcapitola.org>

# PLAN SUBMITTAL REQUIREMENTS

**Have Planning Department Approval before submitting to Building Department**

## **Digital Document Submittal List**

*Drawings may be combined provided clarity is maintained*

### **I. Drawings**

- 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. Calculations**

- A. Structural Calculations
- B. Title 24 Energy Forms and Calculations

### **III. Other Documents**

- A. Soils Report with soils engineer's review letter
- B. Completed Building Permit Application

## **Information to be included on Documents**

### **I. Drawings**

#### **A. Cover Sheet**

##### **1. All Documents**

- a. Street address and Assessors 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. 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

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 monoxide detector locations

H. Demo plans

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
3. The following agencies may require clearance before starting project, if applicable:
  - SANTA CRUZ COUNTY ENVIRONMENTAL HEALTH BUREAU (HAZARDOUS MATERIAL) (COMPLETION OF HAZARDOUS MATERIAL QUESTIONNAIRE)  
[https://scceh.com/Portals/6/Env\\_Health/hazardous\\_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf](https://scceh.com/Portals/6/Env_Health/hazardous_materials/Hazardous%20Materials%20Permits%20Information%20Sheet.pdf)
  - MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT (MBUAPCD)  
<https://www.mbard.org/authority-to-construct-permit-to-operate>
  - OSHA PERMITS, IF APPLICABLE  
<https://www.osha.gov/construction>

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

<https://www.cityofcapitola.org/sites/default/files/fileattachments/building/page/1455/cwmp.pdf>

II. Calculations

A. Structural

B. Title 24 Energy Forms and Calculations

1. Incorporate completed CF-1 with all required signatures and a completed MF-1 into drawings
2. Provide complete back-up documentation

### III. Other Documents

- A. Soils Report (verify requirements with the Building Official)
- B. City of Capitola Business License
- C. Special Inspection Form
- D. Product and/or equipment specification and listing agencies

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