City of Sonoma

Building Department Informational Handout

Building Permit Submittal Requirements

Handout No: 4
Revised 1/21/2014

The following items, as applicable, are required to be submitted and approved prior to issuance of a building permit. A minimum of three (3) sets of plans (min. size 11" x 17") and supporting documentation are required for submittal. . All plans must be drawn using architectural drafting techniques and must be to scale and with sufficient clarity, detailing and notations to describe the proposed and/or existing construction. Plan views show elements or portions of the structure looking from above, with everything above the element to be shown removed. Sectional views and details show the inside of building components or a structure by cutting an imaginary plane through the object and everything in front of the plane is removed to show the cut surface and interior details. Elevations show how the finished building will look, each elevation depicting one side or wall. Plans prepared by a licensed professional must be signed and stamped by that individual.

Plan Check Submittal – Required Plans and Documentation

- ❑ *Building Permit Application Form*
  Available online at http://www.sonomacity.org/default.aspx?PageId=413 . A plan check deposit will be required to be paid at the time plans are submitted for plan review.

- ❑ *Plot Plan (1/8"= 1'-0", 1"= 20')*
  Required for all new structures and additions. Show locations of all buildings, property lines, creeks, easements and other improvements. Specify dimensions from all property lines to structures.

- ❑ *Grading, Drainage and Stormwater Management Plan* (1/8"= 1'-0", 1"= 20')
  Required when new structures are proposed or when grading or soil disturbing activities are proposed. Show grading and drainage improvements for the property including swales, grade elevations and other site improvements. Plan must show drainage management areas, how stormwater will be retained on site to the maximum extent feasible and how stormwater draining from site will be filtered. Provide details for construction of bio-retention facilities and improvements. Specify all required CALGreen measures.

- ❑ *Erosion Control and Stormwater Pollution Prevention Plan* (1/8"= 1'-0", 1"= 20')
  Required for all grading or soil disturbing activities including landscaping, excavations, trenching, or other activities where erosion or soil disturbance may occur. Plan must show how stormwater will be retained on site, and the filtering of stormwater draining from site. *May be combined with grading and drainage plan or plot plan for very simple projects.*

- ❑ *Foundation Plan* (1/4"=1'-0")
  Required for all new structures, additions or alterations to existing structures affecting the foundation. Show location and size of all foundations and footings and required reinforcing.

- ❑ *Floor Framing Plan and Details* (1/4"=1'-0")
  Required for each framed floor where floor framing is installed or altered. Show all floor framing elements. Specify size, grade and species of materials and show direction and spacing of joists. Specify all joist hangers and beam connections. Show stairway framing. *First-floor framing plan may be combined with foundation plan for simple structures.*

- ❑ *Floor Plan* (1/4”=1’-0”)
  Required for all new structures, additions and alterations. Specify the use of all rooms and areas. Show size, type and location of all walls, doors, windows, rooms, shear walls, holddowns, cabinets, fixtures, stairways, posts, equipment, access panels, handrails, materials, etc., to clearly indicate the layout of the structure. Indicate all new and existing elements and fully dimension the plan. Indicate all changes in floor elevation. Show and specify all mechanical equipment, register locations, plumbing and electrical fixtures, switching, receptacles, appliances and other items if not otherwise shown on separate sheets. Provide schedules and general code notations on the floor plan sheet.

- ❑ *Electrical Plan* (1/4”=1’-0”)
  Required when electrical work is proposed. Show all electrical fixtures, switching, receptacles, appliances, fans, smoke and carbon monoxide detectors, services and electrical equipment. Specify required GFCI and AFCI circuits. Provide a lighting fixture and control schedule to specify all light fixtures, lighting control types and configurations (groupings) to conform to mandatory energy requirements. Specify size of electrical service. *May be combined with floor plan for small and simple alteration and addition projects.*

- ❑ *Mechanical Plan* (1/4”=1’-0”)
  Required when mechanical work is proposed. Show mechanical duct layout, sizes and type, register locations, fire dampers and mechanical equipment. Provide HVAC sizing calculations. Specify all equipment on energy documentation. *May be combined with floor plan for small and simple alteration and addition projects.*

- ❑ *Ceiling Framing Plan* (1/4”=1’-0”)
  Required when ceiling joists are proposed. Show location of all supporting walls and elements. Specify size, grade & species of materials and show direction and spacing of joists. *May be combined with floor plan for small and simple alteration and addition projects.*

- ❑ *Truss Layout Plan* (1/8”= 1’-0”, 1/4”=1’-0”)
  Required when trusses are proposed. Show and specify all trusses, truss spacing and truss connections. Identify each truss corresponding with truss design documentation. Show all walls and beams supporting trusses.

- ❑ *Roof Framing Plan* (1/8”= 1’-0”, 1/4”=1’-0”)
  Required for all new and altered roof framing elements. Show all walls, beams or other elements supporting roof framing elements. Specify size, grade & species of materials and show direction and spacing of rafters.

- ❑ *Full Cross-Sections* (1/4”=1’-0, 1/2”=1’-0”)
  Required to show varying construction conditions, proportions and materials in new structures, additions and structural modifications to existing structures. Show and specify size, type, spacing, slope and connection of all materials. Separate cross-sections should be developed for each varying condition.

- ❑ *Foundation Details* (3/4”- 3”=1’-0”)
  Required when new foundations or footings are proposed. Show and specify materials, size, type and spacing of all foundation elements and materials. A separate detail is required for each different condition.

- ❑ *Framing/Structural Details* (3/4”- 3”=1’-0”)
  Required when new framing is proposed. Provide sufficient details to clearly indicate construction and attachment of members. Show and specify materials, size, type and spacing of all framing elements. A separate detail is required for each different condition. Show eave details, truss connection details, post-to-beam connections, post-to-footing connections, hold-down details, rim joist, ledger and cantilever details, flashing details, etc.

- ❑ *Exterior Elevations* (1/8”= 1’-0”. 1/4”=1’-0”)
  Required for new structures, additions and exterior modifications to existing structures. Show all sides of the building. Show and specify all exterior materials, vents, doors, windows, trim, gutters, stairways, handrails, roof pitch, roofing, chimneys, etc.

- ❑ *Interior Elevations* (1/8"=1'-0", 1/4"=1'-0")
  Necessary to show interior finishes, casework, hardware, fixtures and restroom configuration. Unless bathrooms or kitchens are involved, may not be necessary for small and simple alteration and addition projects.

- ❑ *Fire Sprinkler Plan* (1/8"= 1'-0", 1/4"=1'-0")
  Required when fire sprinkler system is proposed. Show and specify size, type and location for all sprinkler piping, sprinkler heads, controllers, valves, alarms and other sprinkler equipment. Provide pipe sizing calculations for calculated systems. *Fire sprinkler plans may be submitted under a separate fire sprinkler permit which must be issued prior to installation.*

- ❑ *Roof Plan* (1/8"= 1'-0", 1"= 20')
  Required for all new roofs or modifications to existing roof structures. Show overhead view of roof to indicate roof slope, valleys, hips, ridges, roof drainage and roof materials. *May be combined with plot plan for simple structures.*

- ❑ *Plumbing Plan* (1/4"=1'-0")
  Required for restaurants and complex plumbing systems. Show and specify location, size and type of all plumbing fixtures and water heating equipment. Show size and location sewer, water, fire sprinkler, irrigation and gas service piping. For commercial food serving establishments and other commercial uses with complex plumbing systems, show all branch water piping, branch gas piping, drain, waste and vent piping and sizing. *May be combined with floor plan for simple structures.*

- ❑ *Restaurant Equipment Plan* (1/4"=1'-0")
  Required for restaurants and commercial food processing, storage or preparation. Show and specify location, size and type of all equipment, appliances and fixtures used for commercial food processing, storage or preparation.

- ❑ *Landscaping & Irrigation Plan* (1/8"= 1'-0", 1/4=1'-0")
  Required when landscaping or irrigation systems are proposed. Landscaping and irrigation systems must comply with the requirements of Sonoma Municipal Code Chapter 14.32. Landscaping plans, irrigation systems and irrigation water use calculations often require Design Review Commission approval prior to submittal of the documents for a building permit.

Other Supporting Documentation

- ❑ *CALGreen Checklist and Documentation*
  Required for all new residential and nonresidential buildings, residential additions and alterations, and some nonresidential alterations and addition projects. Required CALGreen checklists are available on the City's web site at http://www.sonomacity.org/default.aspx?PageId=518. Verification of compliance is typically performed by a CALGreen special inspector listed by the City of Sonoma and hired by the property owner or applicant. In addition to submitting the appropriate CALGreen checklist, additional CALGreen compliance documentation may be necessary to support the green measures to be implemented.

- ❑ *Energy Documentation*
  Energy documentation complying with the requirements of the California Energy Code is required for new buildings, additions and remodeled areas where the building or site contains lighting, water heating or space conditioning systems. HVAC sizing calculations are required for new HVAC systems.

- ❑ *Structural Calculations*
  Structural calculations, prepared by a licensed engineer or architect, are required for all structures or portions thereof which do not comply with the conventional construction provisions of Chapter 23 of the California Building Code or the structural requirements of the California Residential Code, whichever is applicable.

- ❑ *Truss Design Documentation*
  Structural calculations, prepared by a licensed engineer or architect, are required when trusses are proposed.

- ❑ *Soils & Geological Investigation*
  Required for most new buildings and for certain building additions with a footprint of 500 square feet or more. See the Informational Handout, "When is a Soils Investigation Required?" on the City's web site at http://www.sonomacity.org/Uploads/19765.pdf for exceptions and more information regarding soils investigations.

- ❑ *Flood Elevation Certificate*
  Required if an addition or new building is proposed for a parcel adjacent to a creek or within the 100-year flood boundary. Certificate forms are available at City Hall or on the City's web site at http://www.sonomacity.org/Uploads/4679.pdf .

- ❑ *Letter of Verification of Grading Elevation*
  Required from a licensed engineer when an engineered grading plan has been developed *(usually for new subdivisions)* following establishment of the rough building pad grade for the project. This letter verifies that the design grade has been established and the construction of the structure or improvements is ready to proceed.

- ❑ *Letter of Verification of Soil Compaction*
  Required from a licensed geotechnical engineer when recommendations in the soils report for the project require soil compaction. This letter verifies that the design compaction for the project has been established and the construction of the structure or improvement is ready to proceed.

- ❑ *Statement of Special Inspections*
  This form is required when special inspection by an independent company is required pursuant to Chapter 17 of the California Building Code. The form must be completed and signed by the engineer or architect, the contractor and the owner. The purpose of the form is to inform all parties concerned of the requirements for special inspections. Special inspections are not performed by the Building Department. The Statement of Special Inspection form is available on the City's web site at http://www.sonomacity.org/default.aspx?PageId=413 .

- ❑ *Equipment Submittal Documentation*
  Required for specialized equipment or products such as commercial kitchen equipment, unique products, industrial equipment, etc. Specifies manufacturer's listed clearance and installation requirements.

- ❑ *Noncompliant Existing Plumbing Fixture Declaration*
  Required for additions, alterations and improvements. Permits issued solely for repairs or maintenance are not subject to these requirements unless the repairs include the replacement of a noncompliant plumbing fixture. The declaration form can be found on the City's web site at http://www.sonomacity.org/default.aspx?PageId=413 .

- ❑ *Smoke Alarm & Carbon Monoxide Alarm Declaration*
  Required for residential; additions, alterations and repairs when the valuation of the work exceeds $1,000. The declaration form can be found on the City's web site at http://www.sonomacity.org/default.aspx?PageId=413 .

Permit Application Approvals from Other Agencies/Departments

- ❑ *City of Sonoma Planning Department*
  Permit applications are automatically routed to the City Planning Department. The Planning Department verifies compliance with the City's General Plan, Zoning, Development Guidelines, environmental impacts and project Conditions of Approval where applicable.
  Phone: (707) 938-3681 Fax: (707) 938-8775

- ❑ *City of Sonoma Fire Department*
  Permit applications for new construction and non-residential projects are automatically routed to the City Fire Department. The Fire Department verifies compliance with the California Fire Code and the City's automatic fire sprinkler requirements.
  Phone: (707) 996-2102 Fax: (707) 996-2868

- ❑ *City of Sonoma Water Department*
  Water connection fees must be paid prior to setting a water meter or final inspection and occupancy approval for new commercial and residential buildings, second dwelling units and for changes of use, if applicable. Contact the Water Department as soon as possible to ascertain applicable requirements.
  Phone: (707) 938-3681 Fax: (707) 938-8775

- ❑ *Public Works Department – Storm Water Compliance Specialist*
  Permit applications associated with soil disturbing activities will automatically be routed to the City's Storm Water Compliance Specialist. The Storm Water Compliance Specialist will verify that the project design meets the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Permit.
  Phone: (707) 938-3332

- ❑ *Public Improvement Agreement*
  The Public Improvement Agreement is located on page 4 of the building permit application form and is required to be signed by the property owner for all projects, except permits solely for reroofing, ADA upgrades and solar energy installations, with a valuation exceeding $40,000. The agreement provides notification to the owner that public improvements such as curb, gutter, sidewalks, streets drainage and storm drainage will be required to be provided or repaired, at the owner's expense, prior to final inspection approval of the project. Prior to applying for a building permit, it is advisable to have the Public Works Department Street Supervisor review your property to determine if public improvements will be required.
  Phone: (707) 938-3681 Fax: (707) 938-8775

- ❑ *Sonoma County Health Department*
  Written approval is required when a project involves food-handling establishments, public swimming pools and projects served by septic systems and water wells.
  Sonoma County Public Health
  475 Aviation Blvd., #220
  Santa Rosa, CA 95403
  Phone: 707-565-6565 Fax: 707-565-6525

- ❑ *Sonoma County Permit and Resource Management, Sanitation Division*
  Written approval in the form of a "Permit Letter" is required for changes of use, restaurants, grease interceptors, industrial waste discharge and new buildings connected to the sanitary sewer system.
  Sonoma County PRMD, Sanitation
  2550 Ventura Avenue
  Santa Rosa, CA 95403
  Phone: 707-565-1900 Fax : 707-565-1103

- ❑ *School Impact Fee Certification*
  Certifies that school impact fees have been paid to the Sonoma Valley Unified School District. School fees are assessed on new buildings and additions (excluding garages, carports and other detached accessory buildings). The fee rates are established by the School District.
  Sonoma Valley Unified School District
  17850 Railroad Avenue
  Sonoma, CA 95476
  Phone: 707-935-6000 Fax: 707-935-4276

- ❑ *Bay Area Air Quality Management District*
  Written approval is required for demolition and asbestos abatement projects.
  Bay Area Air Quality Management District
  939 Ellis Street
  San Francisco, CA 94109
  Phone: 415-771-6000 Fax: 415-928-8560

Building Permit Submittal Checklist

Legend

● - Normally Required
○ - Required When Applicable to the Scope of Work
NR - Not Usually Required

NOTE: This checklist represents common submittal requirements for various types of projects. Exceptions may apply.

	New Buildings	Additions	Building Alterations	Repairs	Specific Single Item Permits
Drawings					
Title Page - Description of Scope of Work, Project Design Criteria	●	●	●	●	●
Plot / Site Plan	●	●	○	○	○
Site Improvements, Grading, Drainage and Stormwater Management Plan	●	●	○	○	○
Erosion Control and Stormwater Pollution Prevention Plan	●	○	○	○	○
Foundation Plan and Footing Details	●	●	○	○	○
Floor Plan *[Proposed and Existing where applicable]*	●	●	●	○	○
Floor Framing Plan and Details	●	●	○	○	○
Ceiling Framing Plan and Details	●	●	○	○	○
Structural Framing Plan and Structural Details	●	●	○	○	○
Roof Plan	●	●	○	○	○
Roof Framing Plan and Details, Truss Layout Plan *[Where applicable]*	●	●	○	○	○
Exterior Elevations	●	●	○	○	○
Cross Sections	●	●	○	○	○
Window Schedule and Door Schedule	●	●	○	○	○
Electrical Plan, Electrical Fixture Schedule, Lighting Control Schedule, Panel Schedules, Load Calculations	●	●	○	○	○
Plumbing Plan, Plumbing Fixture Schedule	●	●	○	○	○
Mechanical Plan, Ducting Layout, Equipment Schedule, HVAC Load Calculations	●	●	○	○	○
Accessibility Route of Travel Plan, Accessibility Detail Sheets, Interior Restroom Elevations, Accessibility Notes and Specifications *[Multi-family and Nonresidential Projects]*	●	●	●	○	○
Landscaping and Irrigation Plan, Compliance Calculations for Water Efficient Landscape Ordinance	●	●	○	○	○
Schedule of Deferred Submittals *[Where applicable]*	●	○	○	○	○
Fire Sprinkler Plans (where applicable unless submitted under a separate permit)	●	○	○	○	○
Restaurant Equipment Plan and Equipment Schedule	○	○	○	NR	NR
Supporting Forms and Documentation					
Building Permit Application Form	●	●	●	●	●
Soils & Geological Investigation Report	●	○	○	○	○
Letter of Verification of Soil Compaction from Geotechnical Engineer	●	○	○	○	○
Letter of Verification of Grading Elevation from Civil Engineer or Land Surveyor	●	○	○	○	○
Energy Calculations, Energy Forms	●	●	●	○	○
CALGreen Checklist	●	●	●	○	○
Structural Calculations	●	●	○	○	○
Truss Design Calculations *[Projects using trusses]*	●	●	○	○	○
Statement of Special Inspections	○	○	○	○	○
Flood Elevation Certificate *[Projects within a flood hazard zone]*	●	●	○	NR	NR
Noncompliant Existing Plumbing Fixture Declaration *[Structures built prior to 1994]*	NR	●	●	NR	○
Smoke Alarm & Carbon Monoxide Alarm Declaration *[Residential occupancies]*	NR	●	●	●	●