THE FOLLOWING SHOULD BE INCLUDED WHEN SUBMITTING PLANS FOR A BUILDING PERMIT:

NOTE: All plans and revisions shall be dated. Name and signature of person preparing drawing shall be on each drawing.

1. **Preliminary Plans** (conceptual) To scale of 1/8" or 1/4" = 1 foot. Two sets. *Three sets are required if Coastal Commission approval is needed.*

   1) **Plot Plan** - The plot plan should show the placement of all buildings on the lot. It should include off street parking, landscaping*, and trash enclosure location. A recordable lot survey is required to substantiate the location of the property lines, and surrounding encroachments. All proposed improvements in the Public Right of Way such as driveways, walkways, etc., shall also be shown. The Public Works Department should be consulted for allowable encroachments in the Public Right of Way.

   2) **Floor Plans** - The floor plans should show the arrangement of rooms, stairs, exits, etc., both existing and proposed.

   3) **Elevations** - All four (4) exterior elevations of the building(s) are required. The requirement pertains to additions also.

      *Landscaping plans for new construction must include size and identification of all plant material.

2. **Working Drawings (Three sets)**

   Working Drawings should include all information listed under preliminary plans plus:

   1) **Foundation Plan**

   2) **Framing Plans**

   3) **Sections**

   4) **Details -- Stairways, special connections, steel in foundations, etc.**

   5) **Notes and specifications**

   6) **Engineering calculations**

   7) **Energy (Heat Loss) calculations**