



COMMUNITY DEVELOPMENT DEPARTMENT | Building Division

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Non-Residential Plan Submittal Requirements

We are providing this handout to assist you in preparing your submittal for building permit plan review. “Section A” below lists the minimum information required for most plan submittals. Additional plan information that may be needed is listed in “Section B”. The scope of your project should be reviewed with an inspector and the appropriate items will be marked. To initiate the plan review process, construction documents must be submitted and applicant’s information recorded. Based on the project valuation, a plan review fee will be collected at the time of submittal.

IMPORTANT INFORMATION FOR BUILDING PERMIT APPLICANTS REGARDING SEPARATE DESIGN REVIEW. A separate Design Review application requiring review and approval by the Planning Division may be required for the following project types: new construction, changes of use triggering additional parking; site changes; changes to the façade; changes to Historic Structures; and demolition of structures over 50 years old. Please consult with a Planner at the Community Development Center for additional information or clarification.

FIVE (5) SETS OF PLANS MINIMUM are required to be submitted with applications for building permit. Additional plan sets are required for concurrent permit application review as noted:

	Building Division	County Assessor	Planning Division	DPW	Electric Dept	Fire Prev	Geotech Engineer	Geologic Engineer	Row Total
Architectural EMPs Structural Site plan Civil/Grading	1	1	1	1		1			5

You need only provide two (2) copies of structural calculation, energy calculations, and Cal green worksheet. If Geotechnical and Geologic peer review is necessary two (2) additional copies of the Geotechnical report and one (1) additional structural calculation is required.

Section A:

- Minimum paper size is 24” x 36” and maximum size 30” X 42”.
- ALL PLAN SHEETS MUST BE UNIFORM IN SIZE and printed on substantial paper.
- Plans must be of sufficient clarity to indicate the location, nature, and extent of work.
- Existing Conditions Plan must clearly show permitted site configuration, floor plan, elevations, and structural conditions (no new construction or alteration should be shown on the Existing Condition Plan).
- Civil Plans indicating existing and proposed grading, site improvements, storm water management, and utilities.

- Plans must show in detail conformance with the provisions of the California Code of Regulations, relevant laws, and City of Healdsburg ordinances.
- Standard architectural symbols must be used.
- Coordinate lines are required on both the architectural and structural plans.
- Truss calculations and Fire Sprinkler plans may be deferred submittals when clearly referenced on the plan's title page.

ALL PLAN SETS SHALL INCLUDE THE FOLLOWING:

- TITLE BLOCK:** all plan sheets shall include such information as owner's name, plan preparer's name and phone number/email address, project address. The plan preparer must sign each plan sheet.
- TITLE PAGE:** This includes; complete project description, type of construction, occupancy group, applicable code editions, sheet index, symbol index, general notes, Planning Division conditions of approval, and other relevant information.
- SITE PLAN:** Fully dimensioned, showing property line, streets, driveways, setbacks and locations of all service utilities, structures and easements and any off street parking including parking for disabled persons, an accessible route from site arrival points and within the site. A survey might be required if the proposed work is close to the setbacks, or existing property lines are not apparent.
- FLOOR PLANS:** Show dimensioned size and intended use of all rooms, show type, sizes and location of all: stairways, elevators, mezzanines, equipment, doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting, etc. For additions and alterations show an existing floor plan and all rooms adjoining the addition.
- ACCESSIBILITY FOR PERSONS WITH DISABILITIES:** Plans must be dimensioned and details provided that show compliance with State and Federal accessibility regulations. Include accessible path-of-travel improvements for existing construction.
- EXIT PLAN:** Using the floor plan; calculate the area for each type of use, note the applicable occupant load factor and list the occupant load for each area (outdoor areas that exit through the building). Dimension means of egress distances on the plan and show exits including; direction of door swing, location of exiting lighting, and signage.
- STRUCTURAL DETAILS AND SECTIONS:** Clearly showing construction materials, sizes and attachments. If standard plan is used such as manufacturer's installation instructions, include copies of that plan, instructions and report. A standard plan may not be modified.
- EXTERIOR ELEVATIONS:** Indicating general appearance, window, doors, finishes, roof covering, finished grade, etc.
- GENERAL:** Detail any special features, such as; stairway construction, attic ventilation, guardrails, fireplaces, balconies, bay windows, post and beam, trusses, accessible signage, etc. Provide notes for any specification which cannot be detailed (include "General Notes").

SECTION B (*other items that may be required*):

- CONSTRUCTION MANAGEMENT PLAN:** Guidelines provided by our office.

- GEOTECHNICAL ENGINEER REPORT: Geotechnical Engineer is also required to provide a letter confirming that the project's design is in compliance with the soils report.
- ENGINEERING GEOLOGY REPORT when the project is in an area identified as being geologically unstable.
- EROSION AND SEDIMENT CONTROL PLAN
- FOUNDATION PLAN
- FRAMING PLAN
- WALL CONSTRUCTION: Provide details and describe materials use, note floor / ceiling attachments, finishes and wall insulation, fire resistive wall listing and construction specification.
- ROOF PLAN: Show roof pitch, roof drain/scupper size and location, roofing materials (WUI requirements), parapets, roof top appurtenances such as grease duct fan termination, make-up air, HVAC, chimney, skylights, solar P.V., etc.
- TRUSS CALCS: Must be from a truss manufacturer. The project design professional is to provide a letter confirming calc review and must detail the truss attachment to the structure.
- STAIR HANDRAIL, AND GUARDRAIL DETAILS
- STRUCTURAL CALCULATIONS: Stamped and signed by the engineer.
- REFLECTED CEILING PLAN: Include all new, relocated, or existing lights and switches for lighting, HVAC supply and return grilles, exit signs, and emergency lighting.
- ACOUSTICAL CEILING DETAILS: seismic struts, wire orientation and spacing.
- ENERGY DOCUMENTATION: State Building Energy Efficiency Standards with City of Healdsburg amendments: NEW CONSTRUCTION must be all electric with exceptions for cooking appliances and direct vent fireplaces (for full texts see HMC 15.04.020).
- GREEN BUILDING: Cal Green Building Standards Code mandatory measures.
- FIRE SPRINKLER PLANS: To include hydraulic calcs and fire alarms when required.
- ICC REPORTS: On material, equipment, or installation requirements.
- MECHANICAL PLAN: System locations, distribution and HVAC specs.
- PLUMBING PLAN: DWV single line schematic. Fixture water supply single line schematic. Gas pipe sizing single line schematic and calculations. Gravity grease interceptor location and sizing calcs.
- ELECTRICAL PLAN: Location of main service panel and subpanels – label amperes. Single line schematic showing panels, conduit sizes, conductor sizes and grounding/bonding. Panel schedules and load calcs.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.

ADDITIONAL NOTES:

Applicant's whose project includes food service facilities, must first file a separate plan submittal with the Sonoma County Health services. We recommend that you first obtain County Health approval of the food service facility plan prior to submittal to the City of Healdsburg Building Division. Two sets of stamped, approved plans from County Health should be included with your submittal package to the Healdsburg Community Development Department.