



## COMMUNITY DEVELOPMENT DEPARTMENT | Building Division

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### 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 is required to be submitted for review by the Planning Division for buildings located in Character Area 1; Matheson Historic District (HD) Overlay; Johnson Street Historic District (HD) Overlay; and the Grove Street Neighborhood Plan. A table indicating when Design Review is required, and maps of Character Area 1 and the Grove Street Neighborhood Plan are included in Figures 1 and 2 on the last page of this document.

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 below:

	Building Division	County Assessor	Planning Division	DPW	Electric Dept	Fire Prev	Geotech Engineer	Geologic Engineer	Total
Architectural EMPs Structural Site plan	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 additional copies of the reports are required.

#### Section A:

- Minimum paper size is 11" X 17" for minor interior remodel projects, 18" x 24" minimum for other plan submittals 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.
- 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.
- Civil Plans indicating existing and proposed grading, site improvements, storm water management, and utilities.

- 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.
- 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. A survey might be required if the proposed work is close to the setbacks, or existing property lines are not apparent.
- FLOOR PLANS: Show the size and intended use of all rooms, show type, sizes and location of all: doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting, and smoke/CO alarms. For additions and alterations show an existing floor plan and all rooms adjoining the addition shall be fully dimensioned.
- 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, etc. Provide notes for any specification which cannot be detailed (include "General Notes").

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

- EROSION AND SEDIMENT CONTROL PLAN
- FOUNDATION PLAN
- ROOF PLAN: Show roof pitch, roofing materials (WUI requirements), roof top appurtenances such as 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.
- FRAMING PLAN
- WALL CONSTRUCTION: Provide details and describe materials use, note floor / ceiling attachments, finishes and wall insulation.
- STAIR HANDRAIL, AND GUARDRAIL DETAILS
- PLUMBING PLAN: DWV single line schematic for systems such as island venting, combination waste vent, horizontal and vertical wet venting. Gas pipe sizing single line schematic and calculations.
- ELECTRICAL PLAN: Location of electrical outlets, switches and lighting, and smoke/CO alarms, main service panel and subpanels – label amperes.
- MECHANICAL PLAN: System locations, distribution and HVAC specs.
- STRUCTURAL CALCULATIONS: Wet stamped by the engineer.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.

- 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 15.04.080).
- 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.

**IMPORTANT INFORMATION FOR BUILDING PERMIT APPLICANTS REGARDING SEPARATE DESIGN REVIEW**

Please refer to Figures 1 and 2 for the boundaries of the following: Character Area 1; Matheson Historic District (HD) Overlay; Johnson Street Historic District (HD) Overlay; and the Grove Street Neighborhood Plan. Please speak with a Planner at the Community Development Counter prior to starting your design to determine the level of Planning Division review. Additionally, if demolition, significant changes or additions are proposed to an existing structure, a Planner can help determine if a Historic Resource Evaluation (HRE) is required and the applicable review process.

Figure 1

Citywide Design Guidelines

Character Area 1 & Historic District Overlay

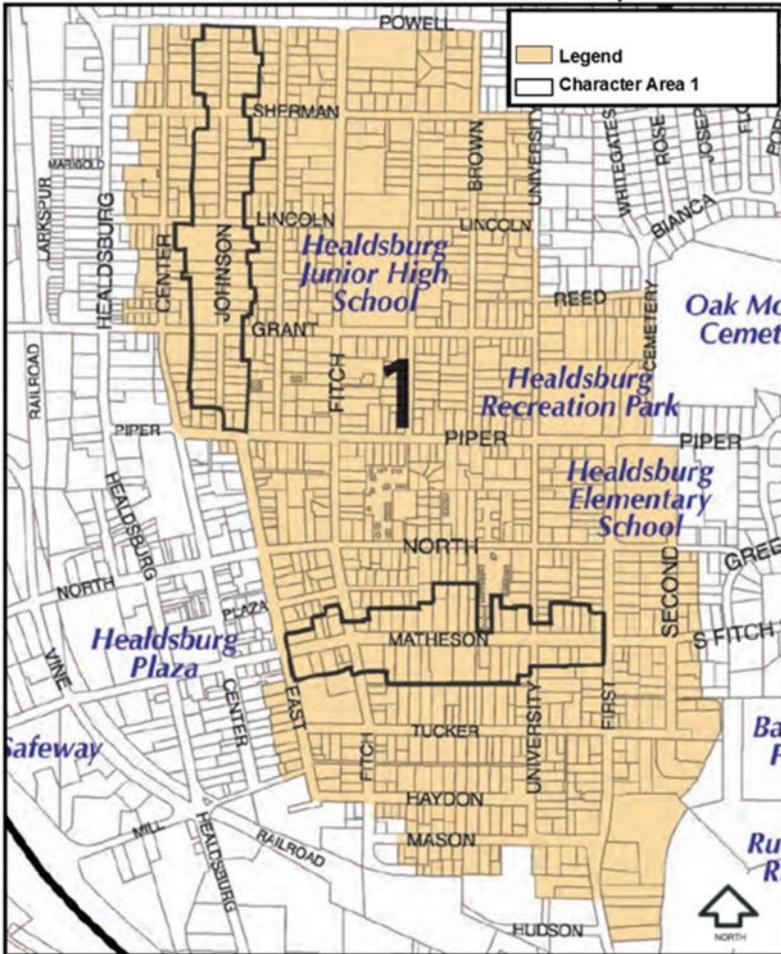
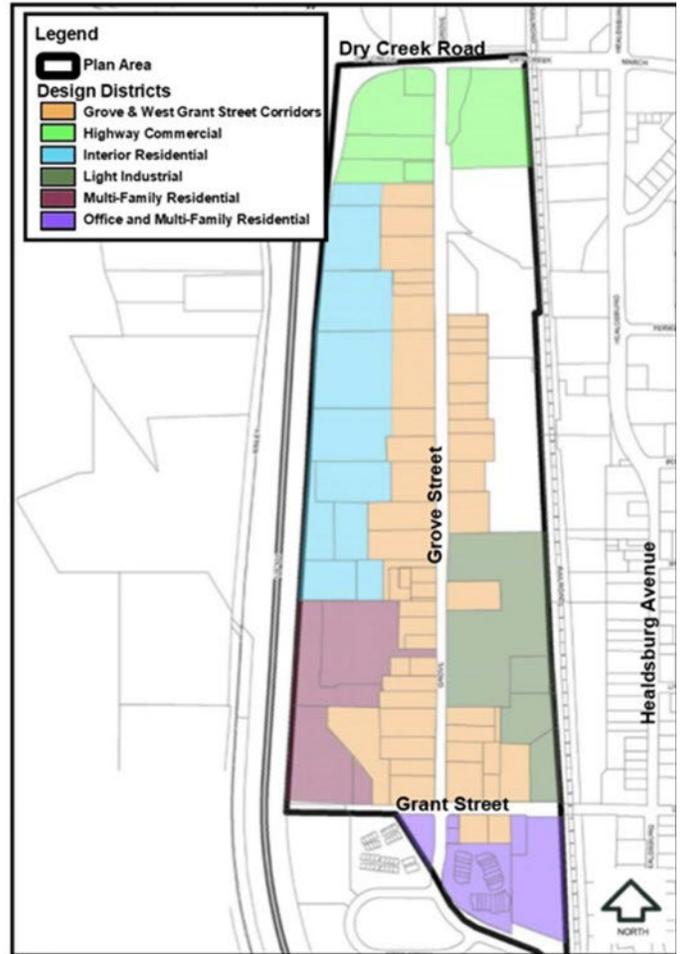


Figure 2

Grove Street Neighborhood Plan Design Areas



A separate Design Review application is required to be submitted for review by the Planning Division for the following project types:

<b>Separate Design Review</b>			
<b>Project Type</b>	<b>Citywide <sup>1</sup></b>	<b>Character Area 1</b>	<b>Grove Street</b>
Residential			
New Single-Family Home	No	Yes	Yes
Addition of a New Second Story	No	Yes	Yes
Demolition	No	Yes	No
Significant Changes to the Facade	No	Yes	Yes
Additions to Homes Located on Scenic Ridgelines	Yes	N/A	N/A
Additions and exterior changes within a Historic Districts (HD) Overlay (see Figure 1)	Yes	Yes	N/A
Structures over 50 years old	<b>Contact the Planning Division</b>		

<sup>1</sup> – Residential additions to single-family homes not in Character Area 1 should be consistent with the applicable Character Area guidelines as contained in the Citywide Design Guidelines.

<sup>2</sup> - Changes of use requiring additional parking or other site changes, consult with Planning Staff.

Links to the Citywide Design Guidelines, Grove Street Neighborhood Plan and Historic Resource Webpage have been included below for reference.

- Citywide Design Guidelines: <https://ci.healdsburg.ca.us/DocumentCenter/View/8565/Design-Guidelines---Final-Documnet---PDF>
- Grove Street Neighborhood Plan: <https://ci.healdsburg.ca.us/371/Grove-Street-Neighborhood-Plan>
- Historic Resource Webpage: <https://ci.healdsburg.ca.us/362/Historic-Preservation>