



COMMUNITY DEVELOPMENT DEPARTMENT | Building Division

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Truss Submittal Requirements

Below lists the minimum information required for plan submittal. To initiate the plan review process, construction documents must be submitted, and applicant's information recorded. Deferred submittal plan review fee is based on an hourly review rate and will be collected at the time the deferred submittal is issued.

Provide a letter confirming that the project engineer or architect (registered design professional in responsible charge) has reviewed the truss calculation package prepared by others and has found them to be in general conformance with the design of the building (accompanying letter, stamp, etc.). Deferred submittal items shall not be installed until their design and submittal documents have been approved by the Building Official.

Please provide the following information in the format specified:

- Two (2) sets of truss calculations in booklet form 8.5" x 11".
- Two (2) sets of the truss layout plan. Paper size must be legible and 11" x 17" minimum and 24" X 36" maximum. All deferred submittal plan sheets are to be of the same size as the original approved plans.
- One (1) copy of the "Approved" structural roof framing plan. Paper size must be 11" x 17" minimum and 24" X 36" maximum.
- Title block: all plan sheets shall include such information as project address, plan preparer's name and phone number and email address.
- Plans must be legible and 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.