

City of Encinitas

Engineering Department

505 S. Vulcan Ave, Encinitas, CA 92024

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BUILDING PLAN REVIEW SUBMITTAL GUIDELINES

Correction List for Building Permits

ALL PLAN SETS MUST BE TITLED WITH PROJECT NAME AND ADDRESS.

ALL PLAN SHEETS TO BE SIGNED BY PERSON(S) RESPONSIBLE FOR PLANS PREPARATION.

ALL DRAWINGS TO BE ACCURATE TO SCALE IN ALL DIRECTIONS. ALL WRITING TO BE LEGIBLE BLOCK PRINTING.

THE ITEMS MARKED WITH AN "X" IN THE CHECKBOXES BELOW ARE REQUIRED TO BE ADDRESSED ON YOUR RESUBMITTAL.

ADDITIONAL COMMENTS MAY APPLY AFTER REVIEW.

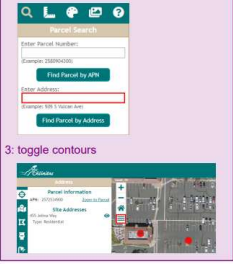

PLEASE PROVIDE AN ITEMIZED RESPONSE LETTER TO THE FOLLOWING COMMENTS WITH THE UPDATED DOCUMENTS IN NEXT SUBMITTAL.

DATE:		PLAN CHECKER NAME AND CONTACT INFO:		PLAN CHECK #:	
SUBMITTAL CYCLE:		ADDRESS:		REVISION?	
PROJECT DESCRIPTION/SCOPE OF WORK:					
RELATED CASE(S):					

A.	<u>GENERAL BUILDING ITEMS</u>
<input type="checkbox"/>	1. Building Plan Set <i>(Sheets may include Site Plan, Floor Plan, Roof Plan, Lighting Plan, etc.)</i>
<input type="checkbox"/>	2. Title Sheet for the Project <i>(Note: A title sheet will require the following listed items in Section B.)</i>
<input type="checkbox"/>	3. Site Plan for the Project <i>(Note: A title sheet will require the following listed items in Section C.)</i>
<input type="checkbox"/>	4. Combine the Architectural Plans and Structural Plans to create one ultimate plan set
<input type="checkbox"/>	5. Separate the documents in the PDF into individual documents. <i>For example: Energy Forms, Structural Calculations, and Building Plans.</i>
<input type="checkbox"/>	6. Combine the applicable plans such as the grading plans, improvement plans, recorded maps and building plans together to create ultimate plan set. The attached must be the approved and signed versions of the grading and improvement plans.

B.	<u>TITLE SHEET ITEMS</u>																													
	Plan Check Item:	Sheet:	Staff Comments:																											
<input type="checkbox"/>	1. Owner Name, Address, and Phone Number																													
<input type="checkbox"/>	2. Name and phone number of person who prepared plans																													
<input type="checkbox"/>	3. Contact Person Name, Address, and Phone Number																													
	4. Owner's certificate signed and dated																													
<input type="checkbox"/>	5. Legal Description and Assessor Parcel Number (APN)																													
	6. Benchmark, source, and date of topography																													
<input type="checkbox"/>	7. Lot Zoning																													
<input type="checkbox"/>	8. Construction Type and Occupancy Group																													
<input type="checkbox"/>	9. Scope of work statement that clearly and concisely describes the scope of the project and all proposed project elements.																													
<input type="checkbox"/>	10. Number of Building Levels																													
<input type="checkbox"/>	11. Existing, remodeled, altered, and added floor areas per level. For example: <table border="1" data-bbox="196 888 678 989"> <thead> <tr> <th></th> <th>Existing (SF)</th> <th>Remodeled or Altered (SF) – Interior Work</th> <th>Addition (SF)</th> </tr> </thead> <tbody> <tr> <td>1st - Story</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd - Story</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Remodeled and Altered – Construction or renovation of existing structure other than repair or addition, upgrades within a building's footprint. (SF) – Square Feet</p>		Existing (SF)	Remodeled or Altered (SF) – Interior Work	Addition (SF)	1 st - Story				2 nd - Story																				
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2 nd - Story																														
<input type="checkbox"/>	12. Provide earthwork quantities in cubic yards (CY) <input type="checkbox"/> CUT <input type="checkbox"/> FILL <input type="checkbox"/> IMPORT/EXPORT <input type="checkbox"/> EXCAVATION AND RECOMPACTION Earthwork Note Earthwork, cut or fill, which is over 50 cubic yards, requires an additional Engineering Grading Permit. Provide earthwork quantities: _____ cubic yards cut, _____ cubic yards fill, _____ cubic yards import/export _____ cubic yards over-excavation and re-compaction Note: Earthwork quantities of 50 cubic yards or greater shall require a grading permit per the City of Encinitas Municipal Code 23.24.090. Refer to 23.24.090 for all general exemptions.																													
<input type="checkbox"/>	13. Provide table of quantity and type of pervious and impervious surface areas for existing and proposed conditions. (Pervious areas located under impervious materials, such as roof overhangs are considered impervious) <table border="1" data-bbox="228 1696 760 1829"> <thead> <tr> <th>Type of Impervious Area</th> <th>Installed within Past 5 Yrs</th> <th>Proposed Now</th> </tr> </thead> <tbody> <tr> <td>Structure or New Addition</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Sidewalks</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Patios</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Driveway</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Streets</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Parking (and Circulation)</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Other Impervious Surface</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> <tr> <td>Total Area:</td> <td>Sq. ft.</td> <td>Sq. ft.</td> </tr> </tbody> </table>	Type of Impervious Area	Installed within Past 5 Yrs	Proposed Now	Structure or New Addition	Sq. ft.	Sq. ft.	Sidewalks	Sq. ft.	Sq. ft.	Patios	Sq. ft.	Sq. ft.	Driveway	Sq. ft.	Sq. ft.	Streets	Sq. ft.	Sq. ft.	Parking (and Circulation)	Sq. ft.	Sq. ft.	Other Impervious Surface	Sq. ft.	Sq. ft.	Total Area:	Sq. ft.	Sq. ft.		
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	14. Provide impervious areas tabulation.																													

	Impervious Area Prior to Construction = SF Impervious Area Replaced = SF Increase/Decrease in Impervious Area = SF Impervious Area After Construction * = SF		
<input type="checkbox"/>	15. Vicinity map showing location of subject property.		
C.	<u>Site Plan Items</u>		
	Plan Check Item:	Sheet:	Staff Comments:
<input type="checkbox"/>	1. Site Plan for the Project		
<input type="checkbox"/>	2. North Arrow.		
<input type="checkbox"/>	3. Scale graphic and written.		
<input type="checkbox"/>	4. All property lines and bearings, labeled and dimensioned.		
<input type="checkbox"/>	5. Perimeter of Building Exterior Walls and Roof Overhang		
<input type="checkbox"/>	6. Label all streets adjacent to project site.		
<input type="checkbox"/>	7. Property to curb line and street centerline dimensions.		
<input type="checkbox"/>	8. Alley centerline identified (if applicable)		
<input type="checkbox"/>	9. Location and dimensions of all easements (i.e. access, open spaces, sewer, water, etc.) consistent with the title report.		
<input type="checkbox"/>	10. Proposed or future right-of-way dedication and/or Irrevocable Offer to Dedicate (IOD) (if applicable)		
<input type="checkbox"/>	11. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development. Use hatching, shading or other means to clearly identify the area of addition.		
<input type="checkbox"/>	12. Provide locations and dimensions of all existing and proposed building, structures, hardscape, and landscape on building site plan, label all objects on site plan as existing or proposed.		
<input type="checkbox"/>	13. Dimensions between existing and proposed buildings to property lines.		
<input type="checkbox"/>	14. Existing site elevation contour lines, with labeled elevation intervals. Existing topographic lines shall extend 15 feet beyond property lines (minimum 2 ft intervals).		

	<p>Provide existing site elevation contours: 1. https://myencinitas.encinitasca.gov/map/ 2. search address</p>  <p>3: toggle contours</p> 		
<input type="checkbox"/>	15. Proposed grading contour lines with gradients noted (minimum 2 FT contours)		
<input type="checkbox"/>	16. Provide Assessor's Parcel Number of adjacent properties.		
<input type="checkbox"/>	17. Location and dimensions of all driveways, access roads, and curb cuts. Specify the percentage of slope and the surface material.		
<input type="checkbox"/>	18. Finished floor (FF) and pad elevations.		
<input type="checkbox"/>	19. All utility meters / feed locations, with meter sizing: <ul style="list-style-type: none"> <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Sewer / Septic 		
<input type="checkbox"/>	20. Finish grade slopes and spot elevations.		
<input type="checkbox"/>	21. Height of existing and proposed fences and retaining walls. Combined wall/fence heights shall be indicated, and cross sections may be required.		
<input type="checkbox"/>	22. Add Stormwater Engineering Notes. Notes are provided in attachments.		
<input type="checkbox"/>	23. Add Engineering Building Notes. Fill in where required. Notes are provided in attachments.		
<input type="checkbox"/>	24. Undergrounding of overhead utilities. Provide SDG&E work order for demonstrating the undergrounding overhead utilities and obtain right-of-way for permit if needed. Reference the MEP Permit and PROW permit onto plans. <i>See EDM Appendix 2.22 for further information.</i>		
<input type="checkbox"/>	25. Note on plans that demolition is only for structures. No slab demolition is allowed, no clearing or grubbing. Add note structures only to be demolished.		
<input type="checkbox"/>	26. Cross-section and specifications of pervious pavers.		
<input type="checkbox"/>	27. Cross-section of artificial turf area.		
D.	<u>Best Management Plan Correction Items</u>		

	Plan Check Item:	Sheet:	Staff Comments:
<input type="checkbox"/>	1. Existing and proposed drainage facilities, including, inlets, outlets, pipes, swales, and post-construction BMP areas, and landscape BMP areas		
<input type="checkbox"/>	2. Drainage Patterns around structures and BMP(s).		
<input type="checkbox"/>	3. Best Management Plan (BMP) and Erosion Control Measures during construction (include BMP and Erosion control details).		
<input type="checkbox"/>	4. Best Management Plan (BMP) Permanent BMP(s) (for standard projects per Stormwater Intake Form Checklist). Provide location, size, and cross-section detail for the area. <i>Note:</i> <i>Sites that are west of the I-5 will be required to provide a "no-infiltration" design. Please contact staff for further assistance or questions.</i>		
<input type="checkbox"/>	5. Label New BMP areas: "BMP: Not to be paved or altered without a city permit."		
<input type="checkbox"/>	6. Flow lines and water towards BMP. Demonstrate how all new construction areas are draining to BMP.		
E.	<u>Foundation Plan Correction Items</u>		
	Plan Check Item:	Sheet:	Staff Comments:
<input type="checkbox"/>	1. Indication of all proposed and existing foundation location, depth, and sizing.		
F.	<u>Elevation Corrections</u>		
	Plan Check Item:	Sheet:	Staff Comments:
<input type="checkbox"/>	1. The lines of the existing grade and proposed finished grade <u>at the exterior building wall</u> . If no changes to the grade are proposed, please call out the grade as both the existing and finished grade.		
<input type="checkbox"/>	2. Show required sections for retaining walls and grading.		
<input type="checkbox"/>	3. Dimensions of eaves and other roof projections.		
<input type="checkbox"/>	4. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.		
<input type="checkbox"/>	5. Build Elevations with Window, Doors, Skylights, and Architectural Features shown.		
<input type="checkbox"/>	6. Finish Grade Profiles within Ten Feet of Structures.		
<input type="checkbox"/>	7. Finish Grade Slopes.		
<input type="checkbox"/>	8. At least two sections, perpendicular to each other. <i>Sections shall go through the project at the location of the proposed addition or detached structure.</i>		

G.	<u>Additional Permits and Plans Corrections</u>		
	Plan Check Item:	Sheet:	Staff Comments:
<input type="checkbox"/>	1. Associated Grading Plan Scope of work will require a grading plan. Apply for grading permit and reference grading plan permit number on cover sheet. A copy of the approved and signed grading plan will be added onto building plan.		
<input type="checkbox"/>	2. Associated Public Improvement Plan Scope of work will require a public improvement permit. Apply for a public improvement permit and reference public improvement permit number on cover sheet.		
<input type="checkbox"/>	3. Associated Planning and Discretionary Permits Add Planning case numbers and discretionary permits on cover sheet.		
<input type="checkbox"/>	4. Associated Public Right-of-Way Permit Scope of work contains work within the Right-of-Way (ROW). Apply for Public Right-of-Way permit and reference the plan number onto plans. ROW permit must be issued prior to issuance of building permit.		
<input type="checkbox"/>	5. Associated Haul Route Permit Hauling earthwork and materials through the City of Encinitas requires a haul route permit. Please apply for a haul route permit and reference permit number on plans.		
<input type="checkbox"/>	6. Associated Demolition Permit Demolition permit required for scope of work.		
<input type="checkbox"/>	7. Associated Hardscape Permit A separate Engineering permit for hardscape and drainage is required. Reference permit number on plan set.		
<input type="checkbox"/>	8. Rough Grade Approval Pending from Grading Plan. <i>Note:</i> <i>Rough Grade Approval is coordinated with the Engineering Inspector assigned to the LDEV permit. The paperwork is prepared and signed by the Engineering Inspector.</i>		
<input type="checkbox"/>	9. Wastewater Discharge Form and Sewer Invoice Sewer Fees are required for the scope of work. Contact the Engineering Staff member for a copy of a wastewater discharge permit and fee schedule for plan. It will need to be paid prior to issuance.		

H.	<u>Additional Documents Corrections</u>	
	Plan Check Item:	Staff Comments:
<input type="checkbox"/>	1. Grant Deed	
<input type="checkbox"/>	2. Title Report Note: Provide Title Report from the last 6 months for review.	
<input type="checkbox"/>	3. Soils Report or Geotechnical Memorandum. Note: All new construction, detached structures, and additions are required to have a soils report, unless the project is a residential one-story room addition less than 500 SF, per CBC 1803.2 and 1803.5. Site specific conditions may also require a geotechnical report.	
<input type="checkbox"/>	4. Approval from the County of San Diego Health Department Note: Scope of work will impact the existing septic system. Provide Approval from the County of San Diego Health Department that the existing system can accommodate proposed work or approval of expanded system. Show system on the site plan.	
<input type="checkbox"/>	5. Completed and signed Stormwater Intake Form.	
<input type="checkbox"/>	6. Prepared exhibits for covenant(s)/agreement(s) and/or easement(s). Note: Draft documents are prepared by the Engineering Department, however contents, such as the plat and legal description, must be reviewed and approved prior to recordation of the documents. Please contact plan reviewer for further assistance.	

Additional Comments:

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Conditions of Approval: PENDING IF TIED TO DISCRETIONARY PERMIT

THE FOLLOWING ITEMS ARE FOR STAFF TO COMPLETE DURING THE PLAN CHECK PROCESS AND PRIOR TO PERMIT ISSUANCE. THESE ITEMS ARE NOT REQUIRED TO BE PROVIDED TO THE APPLICANT AS PLAN CHECK COMMENTS.

CHECKLIST FOR PLAN REVIEWER

A. ENERGOV WORKFLOW PLAN CHECK ITEMS

		Staff Comments:
<input type="checkbox"/>	1. Add the Flood Control Fees through EPL Workflow (Step name is "Mitigation Fees").	
<input type="checkbox"/>	2. Add the Traffic Fees through EPL Workflow (Step name is "Mitigation Fees").	
<input type="checkbox"/>	3. Add conditions of approval from Discretionary Permit's Resolution Document onto Conditions (if applicable).	

B. TO-DO LIST – PRIOR TO PERMIT ISSUANCE

	Plan Check Item:	Staff Comments:
<input type="checkbox"/>	1. Determine if they have completed sewer requirements. Provide Sewer Invoice and Wastewater Discharge Form to Applicant prior to issuance. Ensure receipt and wastewater discharge permit form are provided and signed and dated.	
<input type="checkbox"/>	2. Determine if they have applied for a haul route if they are exporting or importing materials and soils.	
<input type="checkbox"/>	3. Ensure all required documents (covenants/agreements and easements.) have been recorded.	
<input type="checkbox"/>	4. Ensure all PROW have been issued prior to issuance of building permit.	
<input type="checkbox"/>	5. Rough Grade Approval was provided by Engineering Inspector.	
<input type="checkbox"/>	6. Conditions of Approval Met from Discretionary Permit Resolution Document	
<input type="checkbox"/>	7. MEP Permit and includes work order for undergrounding of utilities.	

C. PRIOR TO CERTIFICATE OF OCCUPANCY

	Plan Check Item:	Staff Comments:
<input type="checkbox"/>	1. Check internal notes for any miscellaneous items required prior to certificate of occupancy.	
<input type="checkbox"/>	2. Ensure all discretionary Conditions of Approval, (required to occur prior to building permit issuance) have been met.	
<input type="checkbox"/>	3. Obtain final certificate from Engineering Inspector. Coordination would be with Engineering Inspector.	
<input type="checkbox"/>	4. Ensure all traffic fees have been paid (if applicable).	
<input type="checkbox"/>	5. For permit issued before the recordation of the required covenant(s), ensure that the covenant(s) or easements has been recorded prior to final occupancy release.	