



# CITY OF CITRUS HEIGHTS

## Plan Submittal Requirement Checklist

### Req. Verified

- Construction plans, wet stamped and signed. Plans shall include:
- Plot Plan
- Floor Plan
- Exterior Elevations
- Foundation Plan
- Floor Framing Plan
- Roof Framing Plan
- Cross Section Drawings
- Title 24 Energy Documentation
- Site Accessibility Plans
- Structural Plans and Calculations
- Sprinkler Plan
- Green Building Standards Mandatory Measures checklist
- Completed waste Management Plan

### Other Departmental / Agency Approvals:

- Fire District – 3 sets of plans required
- Health Department – 3 sets of plans required
- Air Quality – Contact them at (916) 874 4800
- School Impact / Sewer Connection Fee Receipts Required

### Additional requirements:

- Record of Survey
- Grading Plans
- Erosion Control Plans
- Soils Report
- Conditions of Approval
- Approved Encroachment Permit
- Sign Approvals



**CITY OF CITRUS HEIGHTS  
BUILDING & SAFETY DIVISION  
Bus (916) 727-4760  
Fax (916) 725-5799  
Web: [www.citrusheights.net](http://www.citrusheights.net)**

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**SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:  
COMMERCIAL OR RESIDENTIAL  
NEW CONSTRUCTION, TENANT IMPROVEMENTS**

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional materials may be necessary. Geotechnical and soils reports are required for new buildings.

**1. PERMIT APPLICATION**

Complete the application on-line using the [Citizen Access Portal](http://Citizen Access Portal) on the city's website [www.citrusheights.net](http://www.citrusheights.net).

**2. PLANS**

One set of documents is required for residential commercial applications.

Please note the following:

- A. Document cover sheet shall include the project address, name of owner, date of the plans, the designer's name and address, sq. ft. of existing and or new, applicable codes, occupancy classification and construction type.
- B. Architectural, structural and/or civil plans and documents **shall be stamped and signed** by the appropriate architect/engineer.
- C. The minimum paper size shall be 18" x 24". **NOTE: Rough sketches will not be accepted.**

**3. PLOT PLAN**

- A. The minimum acceptable scale is 1/8"=1'.
- B. Show **North** arrow.
- C. Title block.
- D. Show existing and proposed contours at 4' intervals.
- E. Show property lines and lot dimensions. **NOTE: Back of sidewalk may not be property line.** On private roads, centerline of street may be property line.
- F. Show adjacent property uses at rear and side of property.
- G. Show all existing and proposed structures and the distances between each including accessory buildings, decks, pools, pool equipment, spas, sheds and detached garages. Clearly distinguish between what is existing and what will remain, what is existing and what will be removed and what is proposed as new.
- H. Show existing and proposed front, side and rear setbacks for all floors to the property line to the closest portion of the building.
- I. Show all IODs (irrevocable offer of dedication), easements including public utilities, drainage flow lines and location of swales.
- J. Show driveways and adjacent streets. Indicate if street is public or private. If a lot may only be accessed from the street by crossing one or more other lots, this should be clear on the plans.
- K. Show existing or proposed path of all utilities: electrical, gas, sewer or septic tank location, storm drains, rainwater leaders, water or well location.
- L. Show areas that are surfaced for parking.
- M. Show the type and location of all major trees 6" diameter and larger to be retained or removed and, for commercial, proposed landscaping.
- N. Show the type and location of all trees on adjoining properties that overhang or are within 10 feet of the common property line.

**4. FLOOR PLAN**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Include plans for all existing and proposed structures. Clearly distinguish between existing and new construction.
- C. Show dimensions for all rooms, size / height and indicate their use.
- D. Show dimensions for all doors and windows and type of door or window; i.e., casement, slider, awning, fixed, sliding glass door, etc.
- E. Locate all electrical plugs, lights, switches, all plumbing fixtures and heating appliances and registers.

## 5. EXTERIOR ELEVATION PLAN

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the appearance of all exterior walls, roofs, doors, windows and indicate the materials to be used.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.
- E. Indicate the roof pitch.
- F. For 2nd-story additions, show elevation drawing of facing wall, including openings of adjacent buildings.

## 6. FOUNDATION AND FLOOR FRAMING PLAN

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the foundation layout, location, piers, grade beams, tie-in with existing if proposed, hold-downs and strapping.
- C. Show the floor construction including floor framing, size, and spacing, reinforcing steel, plywood size and floor covering.
- D. Include calculations and specifications for any manufactured floor truss system.
- E. Show separate floor framing for all stories.
- F. Include calculations for engineered beams.
- G. Show how loads will be transferred to the foundation system.

## 7. ROOF FRAMING PLAN

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show ridges, hips, valleys, joists, skylights and the size and spacing of the structural members.
- C. Show the roof pitch. Roof pitch less than 3 in 12 requires a membrane roof system.
- D. Include the listing number (i.e. ICBO number) for any skylight.
- E. Include two sets of wet signed calculations for any manufactured truss system.

## 8. CROSS-SECTION DRAWINGS

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show framing cross-sections which are applicable for all altered areas. Show at least two (2) complete detailed cross-sections clearly showing how the building will be constructed.
- C. Show the foundation system, the wall system and the roof system.
- D. Show the construction of the structural members and their connections.

## 9. TITLE 24 ENERGY DOCUMENTATION

- A. Submit energy calculations for all new construction and additions, alterations and remodels.
- B. Incorporate compliance forms into plan pages.
- C. Owner and designer to wet sign compliance form.

## 10. SITE ACCESSIBILITY PLAN – COMMERCIAL ONLY

- A. The Site Accessibility Plan shall be a complete and separate plan sheet with only Site Accessibility information on it as required by California Title 24, Par 2, California Building Code.
- B. All Property Lines
- C. Public Way (sidewalks, curb/gutter, streets)
- D. North Arrow
- E. Building Footprint and all Entrances and Exits
- F. Parking Lot with Accessible Parking Stalls
- G. Accessible route of travel from the public way closest to the nearest public transportation stop to the building entrances and exits.
- H. Accessible route of travel from the accessible parking stalls and any unloading areas to the building entrances and exits.
- I. Accessible route of travel between multiple buildings on the same site.
- J. All ramps including percent slope, landings, handrails, length and width.
- K. All stairs including rise and run, landings, handrails, length and width.
- L. All slopes and cross slopes (include actual slope percentages) along the accessible path of travel to the building entrances and exits.

## 11. RESIDENTIAL SMOKE & CARBON MONOXIDE ALARMS

### Smoke alarms shall be installed in the following locations:

- A. In each sleeping room.
- B. Outside each sleeping room in the immediate vicinity of the bedrooms.
- C. On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces.
- D. Smoke alarms shall be interconnected with exception to areas which have not been modified or altered.

Carbon Monoxide alarms shall be installed in the following locations:

- A. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
- B. On every occupied level of the dwelling unit, including basements.
- C. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed in the bedroom.
- D. Carbon monoxide alarms shall be interconnected when more than one is installed.

## 12. STRUCTURAL PLANS AND CALCULATIONS

- A. Continuous foundations are required for 2- and 3-story buildings and decks.
- B. Calculations are necessary for all two-story structures, basements, retaining walls over three (3) feet and any nonstandard construction.
- C. Piers supporting 2- or 3-floor loads shall be on continuous foundations or grade beams.

## 13. SIGN APPROVALS

- A. The Planning Department shall approve all sign design.
- B. Show all locations of proposed signs, both wall mount and free standing.
- C. Show cross-sections detailing installation method and how constructed.  
Show electrical schematic of power source and conductors to sign equipment.

## 14. CONDITIONS OF APPROVAL

Where applicable, include PLANNING COMMISSION NOTICE OF ACTION letter for all conditions imposed in the approval of a variance, a use permit, a subdivision, or design review.

## 15. ENCROACHMENT PERMIT

Required for all work performed in the right-of-way.

## 16. SOILS REPORT

- A. Required for all new construction.
- B. A soils report for other construction may be required at the discretion of the Building Official.

## 17. RECORD OF SURVEY.

- A. Subtitle:
  - 1) A brief legal description of what is being surveyed: to include owner's name & document number (for Recorder's indexing) and subdivision name, lot, block, vol. & page (if any).
  - 2) Scale: Suitable engineering scale; check scale.
  - 3) North Arrow: Pointing up the page
  - 4) Reference to other filed map to be: Subdivision maps (\_\_\_\_Maps\_\_\_\_), Parcel Maps (\_\_\_\_P.M.\_\_\_\_), and Record of Survey maps (\_\_\_\_L.L.S.\_\_\_\_)
- B. Survey information:
  - 1) Found monuments type, size and tag shown and referenced to recorded map.
  - 2) Label U.O. for Unknown Origin for tagged monuments that have no reference (County Eng. Assoc.)
  - 3) Found monuments: Use solid symbols
  - 4) Monuments set: type, size and tag. Use open symbols.
  - 5) Method of establishment of all lines and corners.
  - 6) Basis of bearings. Reference to filed map and monument line.
  - 7) Curve data complete.
  - 8) Radial bearings shown at end of nontangent curves.
  - 9) Bearings and distances on all surveyed lines.
  - 10) Widths, types and recording data of all IOD, easements that are shown.
  - 11) R/W widths and names of adjacent streets and roads.
  - 12) City and/or county boundaries shown and verified.
  - 13) Ties to streets and easements shown.
  - 14) Material evidence which shows alternate positions of lines and points.
  - 15) Record data shown when different from survey data (the record data being shown placed in parentheses).

## 18. GRADING AND EROSION CONTROL PLANS

The application for a grading permit must include all the following information unless the **Issuing Authority** finds any item or items unnecessary to comply with the purposes of this chapter:

- A. Information as required on the plot plan.
- B. A statement of proposed use of the site to be graded.
- C. A grading plan, prepared and signed by a California registered civil engineer, showing:

- 1) Limits of the area(s) to be graded and the locations, dimensions, and slopes of cuts and fills.
  - 2) Calculations of cubic yards of excavations and fills.
  - 3) Profiles and cross sections sufficient to show the relationship of existing and proposed structures to existing and proposed contours.
  - 4) Location, size and varieties of trees to be removed.
  - 5) Existing and proposed drainage and detailed plans for any proposed drainage structures.
  - 6) **Interim and final** plans for erosion control during and after grading including planting, cribbing, terraces, sediment retention structures, and other such means of control.
- D. Specifications for re-vegetation of the graded area to control erosion and restore the appearance of the site including:
    - 1) Location, size and variety of plants.
    - 2) Proposed methods of planting and maintenance.
    - 3) Schedule for installation.
  - E. The date the proposed grading is expected to start and to be completed and the schedule for constructing sediment and erosion control structures.
  - F. The number, types and sizes of trucks and other equipment to be used for work on the site and for hauling excavated material.
  - G. Information necessary to process hauling permits per Chapter 14, Article III, if required.
  - H. The location of any temporary storage areas for fill material.
  - I. Detailed engineering specifications and drawings of retaining walls, drainage structures or other site improvements as required by the Director of Public Works based on the recommendations of the department staff and/or the City geologist.
  - J. Protection plan for **all trees to be retained**.
  - K. Topsoil stockpile areas.

#### **19. OTHER DEPARTMENT/AGENCY APPROVALS**

- A. Where applicable, show approvals from Planning Department, Engineering Department, Sacramento Metro Fire Department, Sacramento County Environmental Health Department, Sacramento Air Quality Management District, Pacific Gas and Electric (PG&E), Sacramento Municipal Utilities District (SMUD), Sacramento Regional County Sanitation District, San Juan Unified School District, and others, as required by your project.
- B. For exterior alterations and additions to residential Planned Developments (PD), a Conditional Use Permit is required from the Planning Department.

#### **20. SCHOOL IMPACT FEES**

- A. School impact fees are required to be paid PRIOR to a building permit being issued. After the initial plan review, we will provide the applicant with a compliance letter to take to the school district to pay these fees, if they are due.
- B. School fees are paid to San Juan Unified School District, 3738 Walnut Avenue, Carmichael, CA (916) 971-7073.

#### **21. SEWER CONNECTION AND IMPACT FEES**

- A. Sewer connection and impact fees are required to be paid PRIOR to a building permit being issued for new sewer connection and for many commercial tenant improvements.
- B. Sewer connection and impact fees are paid to Sacramento Regional County Sanitation District (916)876-6063.

#### **22. BUILDING INSPECTION REQUESTS**

When requesting a building inspection you can use our Citizen Access Portal or you may call our voicemail recorded telephone number 727-4750. If you make the request by 4:00 p.m. on a work day your inspection will be for the following work day. You may specify a.m. or p.m. Morning inspections are generally from 8:00 a.m. to noon and afternoon inspections are from 12:00 p.m. to 5:00 p.m.

#### **Who May Prepare Plans?**

State law regulating the architectural and engineering professions describes who may prepare plans for buildings.

**Any Person** – Any person may prepare plans for new buildings or additions to buildings, as follows:

1. Single family dwellings of wood frame construction not more than two stories and a basement in height.
2. Multifamily dwellings of wood frame construction not more than two stories and a basement in height, except that there may be no more than four dwelling units on any one lot.
3. Garages and other appurtenant structures of wood frame construction not more than two stories and a basement in height.

4. Agricultural and ranch building of wood frame construction.
5. Interior nonstructural alterations which do not affect the structural system or the safety of the building.

However, any of the above buildings which are not of conventional wood frame construction or have unusual design features, or where there is insufficient lateral bracing shall be designed by a registered civil engineer or certified architect when required by the Building Official.

**Registered Civil Engineers or Certified Architect**

Registered civil engineers or certified architects shall prepare plans for retaining walls over 3 feet in height, plans for all types of buildings, other than those listed above or as required by the Building Official.

**Signature on Plans**

State law requires that the person who prepared them sign all plans. The City Building Code also requires an address and telephone number of the person who prepared the plans. Please inquire at the Building Department if there are any further questions concerning submittal requirements for a specific project.

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