



DEVELOPMENT SERVICES DEPARTMENT PLAN REVIEW SUBMITTAL

RESIDENTIAL STRUCTURES

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Items required with application:

The following items are *required* before an application will be accepted:

- Two complete sets of plans** – including:
 - Site/plot Plan** – (see site/plot plan checklist on back.)
 - All Building Elevations** - for multi-story, show how height compiles with zoning maximum height and side yard setback provisions
 - Foundation Plan** - with complete dimensions.
 - Floor Plan** - with complete square foot summary, dimensions and room use labeled
 - Floor Framing Plan** - not applicable for slab construction.
 - Roof Framing Plan** – see below if trussed roof.
 - An Electrical/Mechanical Plan** – include gas schematic if applicable (**may be shown on floor plan**).
 - General Plan Checklist** – available from the department web site.
 - Standard Application Form and Processing Fee** – includes driving direction and Deed Restriction forms.

- Submittal deemed incomplete and returned to applicant.**
 - Submittal Deemed complete
By: _____ Date _____

Delayed submittal items:

The following items must be provided before the plan check process begins:

- Truss Manufacturers Specifications** - if a roof truss system is to be used it must be reviewed and signed by project engineer, if applicable.
- C.E.C. Energy Loss Calculations** – *Title 24* that includes:
 - The form CF-1R
 - Mandatory measure checklist

The following is needed before permit issuance:

- One Additional Floor Plan** – for the County Assessor's Office.

I understand that **delayed submittal items** not provided prior to scheduled plan check will delay the permit review process. This may affect fees and code requirements.

Signature of applicant _____

SITE/PLOT

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Two complete site/plot plan sets includes:

- Plot plan is drawn at a conventional scale (i.e. 1"=10' or 1"-20', etc.) with setbacks and buildings separation dimensioned. Site plan is drawn at a conventional scale of:

1"=20' or larger	1/8"=1'0"	1/4"=1'0"
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Include a bar scale for the scale being used
- Positive contour lines (topos) with 1' or 2' intervals. Contours to extend 20' beyond the limits of new building construction and/or grading. Contours along entire length of new or extended driveway for 20' beyond edge of drive. Contours to be shown in the positive. Show the proposed project grading on site plan.
- A profile for any new driveway on site. Also, public road to driveway improvements (existing conditions) shown and dimensioned. Elevations are shown at edge of pavement or on top of curb or dike. Show parking areas for required two parking spaces, not in tandem.
- Show on plan compliance to firesafe regulations for driveway, turn around and fuel modification on property.
- The location of septic system, propane tank(s), well, utilities and other buildings are shown on plans.
- The finished floor elevations for garage and first floor are shown on plans. (All elevations relative to contour datum.)
- All recorded easements located, dimensioned and purpose.
- Show distances to property lines from proposed building. Parcels one acre or greater require fire safe setbacks of 30 feet to property lines. Agricultural setback up to 200' may be required from adjoining agricultural parcels.
- Parcels that are within an area of special flood hazard identified by FEMA flood insurance rate maps shall show the flood zone. Planning Services may require a licensed civil engineer or surveyor determine the building is outside the flood zone.
- Include a North arrow on site plan.