

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896

BUILDING & SAFETY DIVISION

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Public Bulletin:

PLAN CHECK SUBMITTAL REQUIREMENTS

(Updated 06-29-2023)

PERSON PREPARING THE PLANS: Plan check submittals, other than those for cosmetic alterations or for wood-framed dwellings designed strictly in accordance with conventional construction provisions of the 2022 California Residential Code as amended by the City, shall be prepared by an architect or engineer registered with the State of California. All plans must bear the signature of the person who prepares the plans, whether the person is a licensed design professional or not.

DOCUMENT SUBMITTAL LIST:

(1) Plans

- A. Architectural Plans
 - Plot Plan
 - Floor Plan
 - Roof Plan
 - Exterior elevations and cross-sections
 - Disabled access features
 - Green Code features
- B. Structural Plans
 - Foundation plan
 - Floor framing plan
 - Roof framing plan
 - Truss information
 - Structural framing and connection details
- C. Grading and drainage plans
- D. Landscaping plans
- E. Plumbing plans (including relevant information from architectural plans)
- F. Electrical plans (including relevant information from architectural plans)
- G. Mechanical plans (including relevant information from architectural plans)
- H. Solar photovoltaic system for low-rise residential buildings*

(2) Calculations

- A. A complete set of Structural Calculations (for vertical and lateral loads) signed by a licensed engineer or architect in the State of California
- B. Energy Calculations and forms (California Energy Code)

(3) Other Documents

- A. Soils report and geologic hazard study if in Geologic Hazard Zone

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- B. Hazardous material inventory list (list types and quantities of chemicals stored on site)
- C. Material specifications

EXPANDED INFORMATION ON ABOVE DOCUMENTS:

(1) General Information

- A. Plans prepared with legible ink or indelible pencil or by a reproduction-process shall be drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders
- B. Seal and signature by a California licensed architect or engineer shall be provided on all documents
- C. Name, title, registration (if applicable), address, and telephone number of the architect, engineer, or person preparing plans on cover sheet
- D. Project name and address, as well as project owner's name, address, and telephone number
- E. Cover sheet information:
 - Applicable codes and editions (2022 CBC, 2022 CRC, 2022 CGBC, 2022 CMC, 2022 CEC, 2022 CPC & 2022 CEnC)
 - Description detailing scope of all work
 - Occupancy classification(s)
 - Construction types
 - Number of stories
 - Egress analysis
 - Required minimum plumbing fixture analysis
 - If fire sprinklers are to be provided
 - Assessor's Parcel Number
 - Legal description of parcel
 - Lot area
 - Building area
 - Floor area
 - Building height
 - Zone (Fire, Seismic, etc.)
- F. NPDES requirements shall be incorporated into the construction documents

(2) Architectural Plans and Green Building Plans

- A. Plot plan including:
 - Vicinity map and North arrow
 - Lot dimensions, property lines, and street and alley locations
 - Building footprint showing all projections and dimensions to property lines and adjacent structures
 - Grade elevations at property line corners, at driveways, and at garage floor
 - Fully dimensions parking lot layout, driveway locations, and sidewalks, including all required disabled access features, such as disabled parking spaces and paths of travel from disabled parking spaces and public sidewalks to all building entrances

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- Show all proposed and existing utility meters and public sewer connections including its sizes
 - Easements and visible utilities on site
 - Parking analysis/summary for addition (including addition to or reduction in the number of parking spaces
 - Show location of top or toe of any slope on property
- B. Fully dimensioned floor plans, including room sizes and uses, corridor and aisle widths, and all disabled access features, including fully dimensioned and detailed restrooms
- C. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables, parapets, and roofing material
- D. Exterior elevations detailing all exterior walls and cross sections in each direction
- E. Interior elevations including fixed cabinets, counters, drinking fountains, and public telephones to show compliance with all applicable disabled access requirements
- F. Door and window locations, door and window schedules, size and type, and door threshold details
- G. Fully dimensioned elevator, ramp, and stair, details including rise and run for stairs, handrails, and all member sizes
- H. Show all exit locations, including exit paths, exit signs, and exit lighting
- I. Fire separation wall locations and construction details
- J. Location of fire-rated corridors, door ratings and locations, and smoke and fire damper locations and construction details
- K. Provide fireplace details
- L. Provide finish schedule with flame spread ratings
- M. Disabled access notes to cover all other applicable accessibility requirements that are not covered by details

(3) Structural Plans

- A. The type of soil and bearing value shall be indicated on the plan
- B. Structural wall sections including connection details at foundation, floor, and roof levels
- C. Post and girder connection details
- D. Footing, pier, and grade beam details
- E. Shear wall and holdown details, including wall construction, nailing, anchor bolts, transfer connections, and holdowns; and other lateral-force-resisting systems
- F. Stairway framing and connections, including handrails, and dimensions of all members
- G. Flashing details when flashing is provided
- H. Material specifications
- I. Where prefabricated trusses are used:

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- Roof framing plan with truss I.D. number(s) and manufacturer's name
- Detail of all trusses, including gable bracing and bridging
- Detail of all truss splices, connections, plate sizes, and hangers
- Truss plans to be stamped by the licensed design engineer or architect of the project stating that he/she has reviewed and approved the plan

(4) Grading and Drainage Plans

- A. Existing and proposed grading plans
- B. Pad elevations, ground slope drainage pattern, and topographic plans
- C. Retaining walls and drainage systems

(5) Landscaping Plans

- A. Shall all structures, including accessory structures, walkways, etc, including all required disabled access features

(6) Mechanical Plans

- A. HVAC plan including size (Btu/h output) with equipment location, duct sizing and distribution, and location of fire/smoke dampers
- B. Environmental and product conveying duct plan
- C. Gas pipe isometric and sizing calculations
- D. Kitchen plan for commercial and common area kitchens

(7) Electrical Plans

- A. Single line diagram, including wire and conduit sizes and equipment location
- B. Service and feeder load calculations
- C. Lighting and power plans, including all lighting controls

(8) Plumbing Plans

- A. Site utility plan and sizing calculations
- B. Waste and vent isometric and sizing calculations
- C. Water pipe isometric and sizing calculations
- D. Kitchen plan for commercial and common area kitchens
- E. Roof drain plan and sizing calculations
- F. Condensate drain plan and hydronics piping plan

(9) Energy Requirements

- A. Energy Certificate of Compliance (new or alteration)
 - Building envelope
 - Mechanical systems
 - Electrical (indoor and outdoor lighting, signs) including load disaggregation
 - Water heating systems

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- Processes
- Solar energy systems

NOTE:

1. The above is not a comprehensive list of documents required and additional information may be required at plan review.
2. Review and approval from other Departments, Divisions, or agencies may be required such as County Department of Public Health, SCAQMD, Fire, Planning, and Public Works

PLOT PLAN: Plot Plan or Site Plan should include the **assessor's parcel number** and the **building address**. Show all buildings, patios, driveways, retaining walls, fences and swimming pools on the lot, and indicate the north direction. Dimension the distance between buildings and the setback of structures from the property lines. For residential additions or alterations, indicate the direction of rainwater run-off. For new constructions, a **Grading or Drainage Plan** prepared based on a topographic survey is required. For new constructions, the plot plan should also show the size of **water meter and house line** and the path and size of **building sewer**, location of cleanouts, and the invert elevation of lateral at the property line. A legal or letter size copy of the plot plan shall be filed with the Building Division for permit records before a Building Permit is issued.

STRUCTURAL OBSERVATION (S.O.) AND SPECIAL INSPECTION (S.I.): The architect or engineer shall complete the S.O. and S.I. programs and designate the structural observer and applicable special inspectors using the city's prescribed forms, and incorporate the completed forms in the first two sheets of the plans. Tape or staple attachment will not be accepted.

CONDITIONS OF APPROVAL: All conditions of approval imposed on the project in the discretionary process shall be incorporated in the first two sheets of the plans. Tape or staple attachment will not be accepted.

SOILS AND GEOLOGICAL INVESTIGATION REPORT: A soils investigation report is *recommended* for any project in this city due to the expansive soils and hilly topographic nature. It is *mandatory* if any proposed retaining wall exceeds 6 feet in height or the footing setback from the slope deviates from the default requirements in the Building Code. Slabs-on-grade and footings supporting bearing walls must take the effect of expansive soils into design consideration, and therefore the soils report should provide proper data as required for the design. In addition, a *geological report* is required when the project falls within the scope of the City's *Hillside Ordinance*.

TEXT SIZE: Letters should be no smaller than 10-point in size or 3/32" font height.

PLAN SIZE: Shall be a minimum of 24" x 36" (ARCH D).