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DEPARTMENT OF RESOURCE MANAGEMENT

SOLANO COUNTY

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Building & Safety Division

Minimum Plan Check Submittal Requirements

General

All plans are required to be signed by the person responsible for their preparation, including energy forms. Plans shall be sealed and signed by the architect and/or engineer of record if applicable. Project address, parcel number, project data, and scope of work shall be noted on the first sheet of plans. Each separate building or structure will require a separate permit application. Check fees will be collected at time of submittal.

Submittal Checklist

☐ Permit application
☐ Four (4) complete sets of plans including site plans and energy calculations
☐ Two (2) additional site plans
☐ Two (2) foundation plans
☐ Two (2) sets of wet stamped and signed structural calculations
☐ Will Serve Letter(s) if connecting to a City or public water system or sewer system. Potability and 4-hour well flow tests if you will use a well as your water source.
☐ Provide (2) sets of the Geotechnical/Soils Report with original seal and signature of engineer.
☐ If cutting into slopes, creating retaining walls, or moving in excess of 50 cubic yards of earth, or disturbing over 5,000 square feet, you may need a grading permit. If your project is located on a hill, you must submit a Topo Map.
☐ The first house on your property will require a two (2) car garage. A secondary unit will require parking space. Contact the Planning division for further information.

Documents Required with Plans

Energy Forms CF-1R/Title 24 Calculations

☐ Two (2) sets that include original signatures and supporting calculations showing compliance
☐ Forms shall be signed by the owner and designer
☐ Forms shall be a permanent part of the plans

Engineering/Calculations

☐ Two (2) sets if applicable, with original seal and signature of the engineer of record)

Geotechnical/Soils Report

☐ Two (2) sets if applicable, with original seal and signature of Geotechnical Engineer. Your designer/architect will need the Geotechnical Report to design the foundation based on recommendations in the report.
☐ Include analysis with foundation design recommendations (foundation type, soil load limits, etc…)
☐ Liquefaction potential and soil strength loss.

Documents that may be deferred

Will Serve Letter – required prior to issuance of permit
Letter from the City Water Department or from the Water Agency (RNVWD); and or sewer which ever is applicable, stating that the City/Agency will provide potable water to the single family home located on parcel number_____.
Fire Sprinkler plans – required prior to rough frame inspection
Truss Calculation – required prior to rolling trusses. Must include a letter by architect or design stating that the truss conform to the plans.

DETAIL OF ITEMS TO BE SHOWN ON PLANS

BUILDING CODES: Plans shall be drawn using the 2013 California Building Code (based on the 2012 IBC)
Mechanical - 2013 CMC (based on the 2012 UMC)
Electrical-2013 CEC (based on the 2011 NEC)
Plumbing – 2013 CPC (based on the 2012 UPC)
California Fire Code –2013CFC (Based on the 2012 IFC)
California Energy Code 2013

Wind Load for Solano County is 110 MPH, Exposure C. Seismic zone D.

Site Plan (Drawn neatly, to scale and fully dimensioned work area no smaller than 1" = 20')
*See sample of typical Site Plan. Check with Planning Dept. for required set-back based on zoning.

- ☐ Property owner name
- ☐ Site Address and parcel number
- ☐ Name of person preparing plans
- ☐ Name of applicant
- ☐ Scale indicated
- ☐ Show entire property (all property lines included)
- ☐ North arrow
- ☐ Adjacent streets/roads
- ☐ Easements (nature and location)
- ☐ **All** structures (indicate size, location, use, existing, proposed)
- ☐ **Show set backs-front, rear, and sides. Show distance between buildings, septic & wells.**
- ☐ Paving materials of all driveways and parking areas (location and width)
- ☐ Water wells on the property
- ☐ Sewage disposal systems (septic tank and leach lines – existing/proposed & reserve area)
- ☐ Topographic contours and elevations
- ☐ Drainage, stream, and bodies of water on or within 200 feet of the property
- ☐ LP tanks
- ☐ Nearest fire hydrant if applicable
- ☐ List all deferred submittals for project (truss calculations, sprinkler plans, etc…)

Floor Plan (Drawn neatly and to scale no smaller than ¼" = 1')

- ☐ North arrow
- ☐ Scale indicated
- ☐ Show entire structure (label existing from proposed)
- ☐ Indicate use of all rooms
- ☐ Show all interior & exterior walls. Indicate whether all interior walls are finished.
- ☐ Doors and windows (indicate size of windows and doors)
- ☐ Stairways
- ☐ Fireplaces
- ☐ Closets
- ☐ Counters
- ☐ Attic and under floor access (Indicate size of opening)
- ☐ HVAC unit, register and return air location (mechanical plan -REQUIRED)
- ☐ Electrical outlets, lights, switches, smoke detectors, electrical panels & amperage
- ☐ Plumbing fixtures (water heaters, toilets, showers, bathtubs, sinks, etc…)
- ☐ Appliances (dishwashers, garbage disposal, clothes washer/dryer, oven, stove top, range, etc…)
- ☐ Indicate all kitchens or cooking facilities
- ☐ Exterior landings, decks, stairs

Elevations (drawn neatly and to scale no smaller than ¼" = 1')

- ☐ Scale indicated
- ☐ Show all sides of subject structure (label existing and proposed – front, rear, side, etc…)
- ☐ Roof pitch and roofing materials – Indicate Window sizes
- ☐ Eave overhang (include dimension)
- ☐ Indicate all exterior materials
- ☐ Finished first floor elevation and exterior finished grade

Roof Framing Plan (drawn neatly and to scale no smaller than ¼" = 1')

- ☐ Scale indicated
- ☐ North arrow
- ☐ Sheathing thickness, panel span rating, exterior glue, structural grade (for non-conventional provisions)
- ☐ Size, grade, spacing, and layout of all framing members
- ☐ Wet stamped and signed manufactured truss plan(s) and layout if applicable along with a letter from the structural engineer that stamped your plans, stating that he has reviewed the Truss Calculations.
- ☐ Shear wall or braced wall locations
- ☐ Details of all critical connections, components, attachments, anchorage, etc…

Floor Framing Plan (drawn neatly to scale no smaller than ¼" = 1')

- ☐ Scale indicated
- ☐ North arrow
- ☐ Sheathing thickness, panel span rating, structural grade (for non-conventional provision)
- ☐ Size, grade, spacing, and layout of all framing members
- ☐ Wet stamped and signed manufactured truss plan(s) and layout if applicable

- ☐ Shear wall or braced wall locations
- ☐ Details of all critical connections, components, attachments, anchorage, etc…

Foundation Plan (drawn neatly to scale no smaller than ¼" = 1')

- ☐ Scale indicated
- ☐ North arrow
- ☐ Show perimeter and interior bearing footings, slab and piers
- ☐ Stair foundation(s)
- ☐ Fireplace(s) foundation(s)
- ☐ Details of each foundation section indicating size, reinforcement and sill plate attachment
- ☐ Shear wall and hold down location(s)

Building Cross-Section (drawn neatly to scale no smaller than ¼" = 1')

- ☐ Scale indicated
- ☐ Interior and exterior finish materials
- ☐ Insulation – indicate insulation value
- ☐ Framing
- ☐ Grade
- ☐ Ceiling height(s)
- ☐ Roof pitch(s)
- ☐ Size, grade, spacing, and layout of all framing members
- ☐ Details of all critical connections, components, attachments, anchorage, etc…

ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

☐ **SCHOOL FEE FORM:** When your Plans have been approved and the fees are calculated for the permit, the Building Division will prepare your school form for you to pick up and take to the school district to pay your development fees. Submit a copy of the paid receipt prior to or on the day we issue your Building Permit.

☐ **ENCROACHMENT/ROAD BENEFIT FEE IF APPLICABLE:** A copy of the paid receipt is required prior to permit issuance.

☐ **WELL FLOW AND POTABILITY CERTIFICATE IF APPLICABLE**

☐ **GRADING PERMIT IF APPLICABLE MUST <u>BE ISSUED</u> PRIOR TO BUILDING PERMIT.**

***PRIOR TO ISSUANCE, SOME OR ALL OF THE FOLLOWING APPROVALS MAY BE REQUIRED**

A. Planning Division
B. Environmental Health Division
C. Fire District
D. Public Works division
E. Water District

DEFERRED SUBMITTALS (note on plans as applicable):

1. **Manufactured Trusses:** Submit two (2) sets of manufactured truss profiles, calculations, and layouts, wet sealed and signed by a California registered engineer for approval by the Building Division prior to fabrication along with a letter from the structural engineer that stamped your plans, stating that he has reviewed the Truss Calculations and they conform to the approved plans.

2. **Fire Sprinklers:** Submit three (3) sets of fire sprinkler plans, wet sealed and signed by a California licensed fire protection contractor (C-16), or a registered fire protection or mechanical engineer to the Building Division for approval prior to installation.

    a. **Dixon Fire Protection District:** Submit directly to the Dixon Fire District located at 205 Ford Way, Dixon (707) 678-7060.
    b. **Cordelia Fire Protection District:** Submit directly to the Cordelia Fire District located at 2155 Cordelia Road, Suisun (707) 864-0468.
    c. **Suisun Fire Protection District:** Submit directly to the Suisun Fire District located at 455 Jackson Street, Fairfield (707) 425-360.
    d. Vacaville Fire Protection District: Submit to Building division at 675 Texas St., Suite 5500 in Fairfield.
    e. East Vallejo Fire Protection District: Submit to City of Vallejo Fire Protection at City Hall, 555 Santa Clara St., Vallejo, CA 94590.
    f. Montezuma Fire Protection District: Submit to Montezuma Fire Protection District at 21 N 4th Street, Rio Vista, CA 94571.

MANUFACTURED HOMES

- ☐ **Site Plans –** Six (6) sets- See detailed items for site plan requirements
- ☐ **Foundation Plans-**Two (2) Sets with State Approved Stamp or Signed & Stamped by Engineer
- ☐ **Floor Plans** – Four (4) Sets
- ☐ **Elevations –** Four (4) Sets -
- ☐ **Manufactures Installation Manuals –** Two (2) Sets
- ☐ **Will Serve Letter if applicable or Well Flow and Potability Certificates**
- ☐ **Manufacture Home serial number, model number, manufacturer, & year. Name, address and license number of installer. If available, a copy of the MCO will have this information.**

GUIDELINES FOR MANUFACTURED HOMES

1. If exit door swings out (in the direction of exit travel), it must open onto a landing of at least the same width and length (36”).

2. If door opens in, or is a sliding door, a landing is not required.

3. When door opens in, landing or top step may not be more than 7 3/4” below the floor level.

4. When door opens out, landing may not be more than ½” below the floor level.

5. Where there is no landing and the door opens in and the occupant steps directly onto the top step, the distance from the floor to the top step shall be the same as required for the stair risers. (Stairway risers shall not exceed 7 3/4” in height and the maximum variation shall not exceed 3/8”).

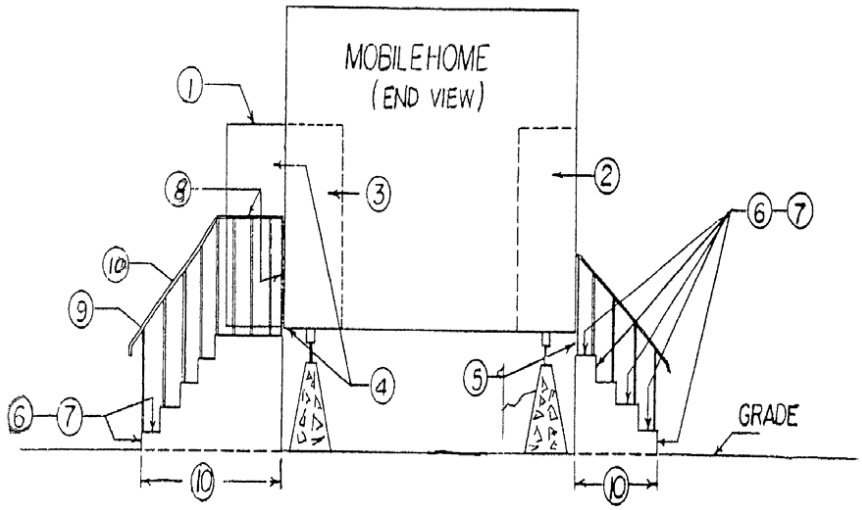
6. The maximum variations in the height of risers and the width of treads shall not exceed 3/8”.

7. Stairway risers shall not exceed 7 3/4” in height and treads shall not be less than 10” in width.

8. Landings and porches more than 30” above grade shall have railings not less than 42” in height above the floor and intermediate rails in open-type railings shall be spaced less than 4” apart.

9. Stairways having two or more risers shall have handrails not less than 34” nor more than 38” as measured vertically from the nosing of stair treads.

10. Stairways may be supported on piers in lieu of continuous footings. Individual load bearing footings for piers may be placed on the surface of the ground, but they shall be placed level on firm cleared soil or compact fill. Individual load bearing footings for piers shall be adequate in size to withstand tributary dead and live load



In-Ground Swimming Pools/Spas

Site Plans See page one (1). (Drawn neatly & to scale work area no smaller than ¼" = 1')

- ☐ Property owner's name Site address and parcel number
- ☐ Name of person preparing plans
- ☐ Name of applicant
- ☐ Scale indicated
- ☐ **Show set backs-front, rear, and sides. Show distance between buildings, septic & wells**
- ☐ North arrow
- ☐ Adjacent streets/roads
- ☐ Easements (indicate nature and location of all)
- ☐ All structures (label each and dimension setbacks – identify existing and proposed)
- ☐ Sewage disposal system (show septic tank and leach field w/setbacks – existing/proposed & reserve area)
- ☐ Existing and proposed finished topographic contours and elevations
- ☐ Drainage, streams, and bodies of water on or within 200' of the property
- ☐ Indicate location of pool equipment and electrical receptacles within 20' of pool and show any structure over 30" high.
- ☐ Indicate location and provide design of retaining walls if proposed, include engineering (3 sets)
- ☐ Indicate all equipment and amenities of proposed pool (i.e. lights, receptacles, amperage of sub-panel at equipment pad, HP of pump, filters, heater size, gas line location: size and type of pipe and depth below grade. BTU rating of pool and spa heater. Provide specification sheet on heating equipment.)

- ☐ **Elevations of above ground features: waterfalls, walls, etc.**

<u>Structural Plans</u> (2 sets with original seal and signature of engineer of record)

- ☐ Indicate schedule(s) and material specifications to be used

Automatic Pool covers in lieu of fencing requirements need to be approved by the Building Official.

RESOURCE MANAGEMENT CONTACT INFORMATION
675 TEXAS ST., SUITE 5500
FAIRFIELD CA 94533

BUILDING DIVISION
Building Official – Saeed Iravani – (707)784-6765

Senior Building Inspector – (707)784-6765

For general information regarding building permits, fees, inspection procedures, required documents Permit Technician - (707)784-6765

Building Inspectors - (707)784-6765

Code Enforcement - (707)784-6765

Inspection Request Line – (707)784-4750

PLANNING DIVISION - (707)784-6765
PLANNING AND ZONING Information for your property. Covers land use, lot line adjustments, subdivisions, zoning regulations and set backs.

ENVIRONMENTAL HEALTH – Technical Division - (707)784-6765
WELLS AND SEPTIC
Contact this department for questions regarding new wells, well destruction, new septic systems or upgrades to your existing system.

PUBLIC WORKS - (707)784-6765
ROADS AND ENCROACHMENT
Contact this division if you are putting in a new drive way that is connecting to the county road as they may require an encroachment permit Any new roads that are being proposed or any work on roads will require Public Works approval.

PUBLIC WORKS - (707)784-6765
GRADING ENGINEER
Contact this division if you are doing any grading on your property, or if you are building on your property or planning on putting up a retaining wall.