

City of Arcata, California

Building Division Informational Handout

Minimum Document Submittal List Multi-Family Dwellings

Page 1 of 3

I. Document Submittal List

A. Drawings

24" X 36" Suggested Blueprints Size

(4) sets of:

- 1. General Information
- 2. Plot Plan (include completed & signed "Plot Pan Checklist")
- 3. Landscaping Plan
- 4. Grading and Drainage
- 5. Architectural Plans
 - Floor Plan
 - Roof Plan
 - Exterior Elevations
 - Disabled Accessibility Features
- 6. Structural
 - Foundation Plan
 - Structural Framing Detail
 - Floor Framing
 - Roof Framing
 - Truss Information
 - Cross Section(s)

- (2) sets of:
- 7. Plumbing Plan8. Mechanical Plan
- 9. Electrical Plan
- B. Calculations
- 1. Structural Calculations
- (2) sets of:
- 2. Title 24 Energy Calculations and Forms
- C. Other Documents
- 1. Sound Study and Noise Report (if stipulated by the Planning Permit)
- 2. Specifications
- 3. Soils Report & Geologic Hazard Study if in Geologic Hazard Zone
- 4. Encroachment Permit from the Department of Public Works

II. Expanded Information on Above Documents

- A-1. Information
- 1. Wet Sign & Stamp on All Documents by Design Professional (Cover Sheet of Each Document to be Wet Signed with blue ink)
- 2. Name, Title, Registration, Address, and Phone Number of Design Professional
- 3. Project Name and Address and Assessor's Parcel Number, as well as Project Owner's Name, Address, Phone No.
- 4. Cover Sheet Information
 - Applicable Code and Editions (CBC, CMC, CPC, CEC, UCBC & Energy)
 - Description of Scope of All Work
 - Occupancy Group(s) and Type of Construction
 - Allowable Floor Area Calculations
 - Gross Area listed per Each Floor and Each Tenant
 - Index of Drawing Information
 - Legend of proposed Construction Plan
- 5. Scale for All Drawings and Details (1/8" per foot minimum)

A-2. Plot Plan

- 1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
- 2. Building Footprint with all Projections and Dimensions to Property Lines
- 3. Location of Easements and Utilities on Site
- 4. Location of Existing Fire Hydrants within 500 ft. of the Project
- 5. Vicinity Map and North Arrow
- 6. Parking Layout, Driveway Locations and New Sidewalks (Fully Detail all Disabled Accessibility Features)

A-4. Grading & Drainage Plans

- 1. Existing and Proposed Grading Plan (Detail Tops and Toes of Slopes)
- 2. Pad Elevation and Ground Slope Drainage Scheme & Topographic Plan Drawn to 5'-0" Contours

A-5. Architectural Plans

- 1. Architectural Floor Plans with Unit and Building Plans
- 2. Disabled Accessibility Features Fully Detailed and Dimensioned
- 3. Roof: Eaves, Overhands, Rakes and Gables
- 4. Handrails, Guardrails and Support Details
- 5. Stairway Rise and Run, Framing, Attachment and Dimensions of Members
- 6. Exit Locations(s), Path(s) and Lighting
- 7. Window Schedule: List Sizes and Types (Detail Safety Glazing Locations)
- 8. Door Schedule: List sizes and Types (Detail Fire Rating, Hardware & Thresholds)
- 9. Exterior Elevations
- 10. Detail of Fire Separations with Assembly Numbers and Sections
- 11. Detail all Fire Penetrations & Openings including Assembly Numbers
- 12. Cross Section of Fire Rated Corridor, Door Ratings, Smoke/Fire Damper Locations
- 13. Finish Schedule with Flame Spread Ratings
- 14. Provide Details of All Features and Fixtures in Compliance with the State Building Code Disabled Accessibility Standards (Chapter 11 or 11A)
- 15. Cabinet Elevations
- 16. Floor Changes, (i.e., Slab to Wood Frame Flashing detailed)
- 17. Detail of Sound Separation (Interior and Exterior if Sound Study Required)

A-6. Structural Plans	 Foundation Plans Structural Floor Plan Roof Framing Plan Structural Material Specifications Typical Cross Sections in Each Direction (where necessary) Calculations & Details Ceiling Details with Bracing and Support Details
Detail (As Applicable)	 Footing, Piers and Grade Beams (depth & width) Post and Girder Intersections Structural Wall Sections with Details at Foundation, Floor and Roof Levels Shear Transfer Details and Holddowns Bolt Details
Pre-Fab Trusses	 Roof Framing Plan with Truss ID No's. For Each Building Specify Truss Manufacturer on the Drawings Details of Truss Splices, Connections, Plate Sizes and Hangers Truss Plans and Details to be Stamped and Signed by Truss Design Engineer Truss Plans and Layout to be Reviewed and Stamped "No Exception Taken" by Building Design Engineer/Architect
A-7. Plumbing Plan	 Plumbing Fixture locations (Single Line Schematics may be Required for Complex Plumbing Plans with Pipe Size Calculations) Location of Grease Trap (when necessary), Size (Single Line Schematic of all plumbing) Kitchen Plan for Commercial Kitchens Roof Drain Plan and Sizing Calculations
A-8. Mechanical Plans	 HVAC Plan (Location, Size, Duct Layout, Smoke/Fire dampers) Commercial Kitchen Humboldt County Health Department Approval Environmental and Product Conveying Duct Plan Gas Piping and Sizing Calculations may be required Roof/Wall Penetration Details and Specifications
A-9. Electrical Plans	 Reflected Ceiling Lighting Plan (Including Exit Lighting as Applicable) Outlets, Fixtures, Switches, Service Panels, Subpanels Wire and Conduit Sizes on Electrical and One Line Drawing may be Required Load Calculations and Panel Schedule
B-2. Energy Requirements	 CF-1R & MF-1R Completed, Signed & Printed on Plans CF-GR & Insulation Certificate attached to Plans
C-4. Encroachment Permit	1. An Encroachment Permit is required from the Public Works Department when any work is performed on a City Right-of-Way i.e. sidewalks, driveway approach, etc.

III. Separate Plans & Permits

- 1. Automatic Fire Sprinkler/Extinguishing System
- 2. Pools and Spas
- 3. Accessory Structures Proposed on Plot Plan
- 4. Demolition of Structure(s) on site

Notes:

- (1) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (2) Other departments and agencies review and approvals may be required.