



SUBMITTAL INFORMATION AND REQUIREMENTS BUILDING DIVISION

SINGLE FAMILY DWELLINGS

Background: A Building Permit is required for the construction of any single-family dwelling unit in the City of Lake Elsinore. The issuance of Building Permit helps assure that the structure is designed to meet the City's Building Code Requirements.

The following requirements provide general guidelines as to the necessary information that will be needed by the City to complete our review of your proposal. Once this information is submitted, additional material (s) may be required by City Staff to ensure the project complies with local, state and federal requirements. This review will be conducted through a procedure known as Building Plan Check.

Submittal Check List

1. Completed Application Form
2. Plan Check Fee for Building Division
3. Three sets of plans drawn to scale and fully dimensioned, indicating all of the information described below. All plans shall be stapled together in sets and in the order described below. These sets shall be on minimum 18" x 24" paper.
 - a. Information
 - 1) Wet Sign of all Documents by Document Maker
 - 2) Name, Title, Address, Phone Number of Design Professional.
 - 3) Address of Property and Name, Mailing Address and Phone Number of the Property Owner.
 - 4) Cover Sheet Information :
 - Applicable Codes and Editions
 - Description and Type of Work
 - Occupancy and Type of Construction
 - Gross Area, by Floor and Building Height
 - Index of Drawing
 - Conditions of Approval from Design Review
 - b. Plot Plan
 - 1) Lot Dimension
 - 2) Building Footprint with all projections and dimensions to all property lines
 - 3) North Arrow
 - 4) Easements

- c. Architectural and Structural Plans
 - 1) Foundation Plan
 - 2) Floor and Roof Framing Plans
 - 3) Architectural Floor Plans
 - 4) Exterior Elevations
 - 5) Structural Material Specification
 - 6) Structural and Architectural Details (see e.)
 - 7) Typical Cross Section in Each Direction
- d. HVAC, Plumbing and Electrical Plan
 - 1) Location of HVAC Equipment and Plumbing Fixtures
 - 2) Outlets, Fixtures, Switches, Smoke Detectors, Service Panels, with Size and Ground, and Subpanels
 - 3) Duct Location and Layout for Underfloor
- e. Architectural Details
 - 1) Flashing: Vertical Junctures of Materials
 - 2) Fire Place - Masonry
 - 3) Footings, Pier and Grade Beams
 - 4) Post and Girder Intersections
 - 5) Roof: Eaves, Overhangs, Rake and Gables
 - 6) Floor Changes (i.e. Wood to Concrete)
 - 7) Handrails, Guardrails and Support Details
 - 8) Structural Wall Section with Details at Foundation, Floor and Roof Levels
- 4. Two sets of Calculations. These sets must be Wet Signed by the Engineer of work.
 - a. Title 24 Energy Calculations and Form CF-1 (Form CF-1 printed on Drawings)
 - b. Structural Calculations
 - c. Prefab Truss Calculations
 - 1) Roof Framing Plan with Truss ID Number and Manufacturers name
 - 2) Detail of all Truss Splices, Connections and Plate Sizes
 - 3) Show all Trusses, Gable Bracing and Bridge
 - 4) Review by Individual Responsible for Design

5. Other Documents
 - a. Soils Report
 - b. Drainage Plan
6. Grading and Drainage Plans - Submitted to the City of Lake Elsinore's Engineering Division
7. Landscaping Plan - Submitted to the City of Lake Elsinore's Planning Division.

Please feel free to discuss any of these requirements further with a staff member.