



SUBMITTAL INFORMATION AND REQUIREMENTS BUILDING DIVISION

MULTI-FAMILY DWELLINGS AND DUPLEX STRUCTURES

Background: A Building Permit is required for the construction of any addition or alteration to residential dwelling units in the City of Lake Elsinore. The issuance of a 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 the 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 Fees for the 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
 - List 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

- 5) Parking Layout and Driveways
 - 6) Assessor Parcel Number, Legal Description and Project Address
- c. Architectural and Structural Plans
- 1) Foundation and Structural Floor Plans
 - 2) Architectural Floor Plans with Unit and Building Plans
 - 3) Exterior Elevations
 - 4) Structural Material Specification
 - 5) Truss Configuration and Location
 - 6) 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, Subpanels with size and ground, load calculations
 - 3) Duct Location and Layout and Fire Dampers
- e. Structural and Architectural Details
- 1) Flashing, Vertical Juncture of Materials
 - 2) Fireplaces - Masonry
 - 3) Footings, Piers and Grade Beams
 - 4) Post and Girder Intersections
 - 5) Roof: Eaves, Overhangs, Rake and Gables
 - 6) Floor Changes (i.e., Slab to Wood Frame)
 - 7) Handrails, Guardrails and Support Details
 - 8) Structural Section with Details at Foundation, Floor and Roof Levels
 - 9) Details of Sound Separation
 - 10) Details of Fire Separation with Assembly Section
 - 11) Section of Fire Rated Corridor
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 (CF-1 Form to be printed on Drawings)
 - b. Structural Calculations
 - c. Prefab Truss Calculations
- 1) Roof Framing Plan with Truss ID Number and Manufactures 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) Details of Fire Rated Ceiling Assembly

5. Other Documents
 - a. Soils Report
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.