



# Building Permit Submittal Checklist v 1-19-2024

***“IMPORTANT! This form, and these submittal requirements, must be accurately COMPLETED, SIGNED, AND UPLOADED TO THE PROJECT DOCUMENTS FOLDER before this project will move forward into plan review.”***

*All submittals must comply with the 2022 California Building Standards Codes (Effective January 1, 2023) and local requirements*

**Project Address:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**Tracking #(s):** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

<b>SUBMITTAL DOCUMENTS:</b>		
<i>Designer</i>	<i>COUNTY STAFF</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Electronic Plans Submittal</u> - Create a separate PDF file of each individual plan sheet/page of your plan set</b></p> <ul style="list-style-type: none"> <li>Each Plan Sheet drawing file <u>must</u> be submitted as a PDF and meet the following formats:               <ol style="list-style-type: none"> <li>1. Each Plan Sheet as a <u>separate</u> PDF</li> <li>2. Use Accepted file naming format (ie. 001-A1.1-Site Plan)</li> <li>3. Accepted <u>PLANS SHEET</u> sizes are                   <ol style="list-style-type: none"> <li>a. 11" x 17" / 18" x 24" / 24" x 36" / 30" x 42" / 36" x 48"</li> </ol> </li> <li>4. Upload <u>Plans Sheets</u> to the <b>“Drawings”</b> folder in Project Dox*</li> </ol> </li> <li><i>*Supporting documents (8 ½" x 11" Only) can each be uploaded as <u>one multi-page</u> PDF into the <b>“Documents”</b> folder in Project Dox</i></li> <li><b>REQUIRED</b> <a href="#">CALGreen / Marin Green Building Checklist</a> / <a href="#">Marin Low Carbon Concrete</a> / <b>Copy Planning Permit/Entitlement</b> (1 pdf per doc).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Paper Copy Submittal</u> – Construction plans shall be submitted in complete plan sets. Accepted Plan Sheet sizes are as listed above.</b></p> <ul style="list-style-type: none"> <li>3 sets of Site and Architectural Plans and</li> <li>2 sets of Engineering Plans, if required, and</li> <li>2 sets of other supporting documents shall be submitted with the Construction Permit application.</li> <li><b>REQUIRED</b> <a href="#">CALGreen / Marin Green Building Checklist</a> / <a href="#">Marin Low Carbon Concrete</a> / <b>Copy of Planning Permit/Entitlement</b> (2 sets).</li> </ul> <p><i>*The applicant is responsible to deliver a <u>4<sup>th</sup></u> set of plans to the local fire authority for review, if required. <b>No Deferred submittals – Exception - Truss Calculations to County and Fire Sprinkler Plans to local Fire District.</b></i></p>

**INFORMATION ON CONSTRUCTION DOCUMENTS:**

<i>Designer</i>	<i>COUNTY STAFF</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• <u>Each</u> plan sheet shall include a:               <ol style="list-style-type: none"> <li>1. <u>Title Block</u> showing name, address, phone and/or e-mail address of the owner and designer</li> <li>2. Project address and Assessor’s Parcel Number (APN).</li> <li>3. Note type of plan sheet, (i.e. “Floor Plan”, “Elevations”, etc.), the page number and a Plan Date/Revision box.</li> </ol> </li> <li>• The first sheet shall include a scope of work statement and, as applicable, a statement of special inspection. (<i>See “Additional Information” on page 4</i>)</li> <li>• Plans shall be drawn to scale at a minimum ¼” = 1 foot, unless otherwise noted.</li> <li>• Plans shall indicate, with clarity, the location, scope and extent of the work proposed and shown in such detail that it will conform to stated requirements.</li> </ul>

**Site Plan:**

The Site Plan shall be drawn in accordance with an accurate boundary line survey to a minimum scale of 1/8” = one foot/architectural, or 1/10” = one-foot engineering scale (aerial photo Site Plans are not accepted) and include the following:

<i>Designer</i>		<i>COUNTY STAFF</i>	
<i>Required</i>	<i>N/A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- <i>A Data Table including zoning, lot size, floor areas (existing, proposed, and totals) and Floor Area Ratio (FAR), as well as impervious areas (existing, proposed, and totals) on the parcel.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- <i>Vicinity Map and North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- <i>The Proposed Scope of Work shall be clearly stated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4- <i>Specify on the Site Plan, the LATITUDE and LONGITUDE for the Building or Project.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5- <i>All property lines with dimensions and North arrow.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6- <i>Topography- Existing and Proposed topographic contours, in 2-foot intervals, or sufficient spot elevations if the site is flat. (If within 25 feet of sea level, or in flood zone, datum shall be NAVD 88.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7- <i>Other physical features (wetlands, creeks or other water courses, flow line and top of bank [show distances to top of bank, if applicable], trees [indicate those to be removed], vegetation, rock outcroppings, springs, etc.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8- <i>Type of Use: For other than single-family dwellings, indicate building use(s), occupancy group(s), construction type(s), occupant load calculations, and fire sprinkler protection.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9- <i>Delineate all existing and proposed structures with distances to property lines indicated.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10- <b>IMPORTANT!</b> <i>For new structures and/or additions Roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations. In those instances where natural grade no longer exists, an interpolation of natural grade based on surrounding grade shall be shown in dashed contour lines through structure footprint.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11- <i>Driveway/access and required dimensioned parking, including driveway slope, width, and surface type.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12- <i>Adjacent streets and/or easements. Show full width of right-of-way, label public or private, show edge of pavement and all utilities. Show any proposed work in right-of-way.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13- Location of septic system (including septic tank, accessory equipment, disposal and reserve fields) and/or well and water system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14- Site Design Elements (retaining walls [include TOW/BOW elevations], walkways, fences, exterior lighting, vehicle gate, mailbox, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15- Low/High Tide lines and /or FEMA special Flood Hazard Area (Flood Zone), boundary and base flood elevation, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16- Existing and proposed finished grade elevations & contours, Drainage Plan(s) including gutters, downspouts, foundation, storm water collection and dispersal elements and total amount of newly created/replaced impervious surface. Show cut and fill, including quantities, and limits of disturbance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17- California Accessibility site requirements and features for non-residential or multi-family projects (public transportation, parking, path of travel, signage, grades of accessible paths and ramps, etc.)

**Comment(s):**

**Floor/Roof/Structural Plans:**  
Provide the following as applicable:

<b>Designer</b>		<b>COUNTY STAFF</b>	
<b>Required</b>	<b>N/A</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- Existing and proposed floor plans with North arrow. Identify use of each room.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- Wall Construction Legend: Indicate walls to remain, new walls, walls to be modified, and walls to be removed. Show openings and door swings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- All mechanical, electrical power, light, alarm/signal features, and plumbing layouts and associated legends for each.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4- Roof Plan: Show existing and proposed hip, ridge and valley lines, type of materials, slope, and other features. Provide North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5- All structural drawings including foundation, floor, wall, roof and truss plans and details.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6- Show on plan how project meets California Accessibility requirements for all non-residential and multi-family structures. Show path of travel routes and other required features.

**Comment(s):**

**Building Elevations:**  
Provide the following as applicable:

<b>Designer</b>		<b>COUNTY STAFF</b>	
<b>Required</b>	<b>N/A</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- Exterior elevations: Show existing and proposed exterior grades. Indicate base flood elevation in Flood Hazard Areas. Label each elevation North, South, East, or West.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- Cross-section through the lowest grades and highest roof elevations (cross-sections each way is required).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- Existing and proposed exterior walls and roofs, including exterior wall and roofing materials, vents, gutters, solar equipment, chimneys, skylights, doors, windows, decks, porches, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4- Retaining walls: Show dimensioned existing and proposed elevations with detailed cross section(s). Note: Detached retaining walls more than 4 feet in height require separate building permit.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5- <i>Fences and Vehicle Gates: Provide architectural elevations and details.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6- <i>Non-residential signs, towers, and monuments.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7- <i>California Accessibility Features (such as ramps, stairways, barriers, protruding objects, ATMs, service and sales counters, etc. as required for non-residential or multi-family projects)</i>
<b>Comment(s):</b>			

**Demolition Plan:**

Proposed major remodels shall provide a clear scope of work on multiple plan sheets (Site Plan, Floor Plans, Elevations, etc.) including all information listed under Floor Plan item #1.

<b>Designer</b>		<b>COUNTY STAFF</b>	
<i>Required</i>	<i>N/A</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- <i>Demolition applications for an entire structure shall include Erosion &amp; Sediment Control Plans.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- <i>The Demolition Plan shall indicate such work to the existing structure with the following Legend: 1) Existing wall to remain; 2) Existing walls to be removed; 3) and Existing walls to be <u>modified</u>. Walls to be modified shall include all walls where any modification whatsoever is proposed (shear walls, framing upgrades, new plate heights, etc.).</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- <i>Demolition projects must submit a completed Zero Waste Marin Recycling &amp; Reuse Plan form.</i>
<b>Comment(s):</b>			

**Additional Information:**

<b>Designer</b>		<b>COUNTY STAFF</b>	
<i>Required</i>	<i>N/A</i>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- <b>Conditions of Approval from a Planning Permit</b> (Design Review, Variance, etc.) shall be listed on a separate, full-sized plan sheet placed at the front of the plan set. Include any other agency approvals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- <b>Biological Site Assessment</b> – In the Coastal Zone and in the San Geronimo Valley, a biological site assessment shall be prepared by a qualified biologist and provide evidence regarding the presence and specific locations of Environmentally Sensitive Habitat Areas (ESHAs), wetlands and wetland conservation areas, streams and stream conservation areas, lakes, and coastlines, as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- <b>Constraints Map</b> – In the Coastal Zone and in the San Geronimo Valley, a composite constraints map that shows the proposed site boundaries and improvements overlain by environmental constraints shall be prepared by the project architect or civil engineer in consultation with other technical specialists working on the project. In the Coastal Zone, the constraints map shall be based on the County’s Local Coastal Program (LCP), and on relevant environmental studies and shall clearly show beaches, wetlands, streams, lakes, the mean high tide line, Environmentally Sensitive Habitat Areas (ESHAs), and bluff top edges. In the San Geronimo Valley, the constraints map shall clearly show the edge of any Stream Conservation Area, edge of riparian vegetation, and top of bank.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4- <i>Soils/Geotechnical Reports (two sets) and/or Geotechnical Engineer plan set &amp; review letter.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5- Plans and other documents authored by licensed California Professionals shall be stamped and signed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6- Two sets of Structural Calculations (double sided 8 1/2 x 11 preferred) Structural Calculations are required for detached retaining walls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7- Projects with deep foundations such as drilled piers and/or pilings, retaining wall systems, and in-ground swimming pools shall be designed by a qualified California Licensed Professional and include a Soils Report.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8- <b>California State Title 24 Energy Calculations</b> (incorporated into separate full-sized plan sheets) demonstrating compliance with the County's requirements (go to <a href="http://www.maringreenbuilding.org">www.maringreenbuilding.org</a> ). Note: Substantial energy efficiency is required for new buildings, especially new single-family homes greater than 4,000 square feet. It is recommended to consider these requirements as early as possible in project design.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9- <b>CALGreen checklist</b> demonstrating compliance with the County's requirements, (go to <a href="http://www.maringreenbuilding.org">www.maringreenbuilding.org</a> ). (Electronic plan review - add pdf; Paper submittals - 2 sets; <b>Note:</b> Printed in the plan set is preferable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10- <b>Marin Low Carbon Concrete</b> – when concrete is part of your project, demonstrate compliance with the County's Low Carbon Concrete requirements, go to <a href="#">Marin Low Carbon Concrete</a> . (Electronic plan review - add pdf; Paper submittals - 2 sets; <b>Note:</b> Printed in the plan set is preferable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11- Grading & Drainage Plans, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12- Erosion & Sediment Control Plans and Storm-Water Control Plans, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13- Encroachment Permit application if any proposed work in County maintained street or right-of-way.
<b>Comment(s):</b>			

**Specify the type of use:**

This information shall be shown on the site plan or other sheet at the front of the plan set.

**Residential:** \_\_\_\_\_  **Non-Residential/ Multi-Family:** \_\_\_\_\_

<b>Design Professional</b>		
<i>Required</i>	<i>N/A</i>	
<input type="checkbox"/>	<input type="checkbox"/>	1- Number of stories (per C.B.C. or C.R.C. definitions): _____
<input type="checkbox"/>	<input type="checkbox"/>	2- Seismic Design Category: _____ (Engineer/Architect) All projects in category E & F shall be prepared by design professional.
<input type="checkbox"/>	<input type="checkbox"/>	3- Conventional construction: Per Section 2308 of the C.B.C. or Section R301 of the C.R.C (Site Class D only with maximum two stories per C.B.C. definitions or Soil/Geotechnical Reports for other Site Classes as required).
<input type="checkbox"/>	<input type="checkbox"/>	4- Non-Conventional construction.
<input type="checkbox"/>	<input type="checkbox"/>	5- Commercial: Requires compliance with California and Federal accessibility laws as applicable. It is recommended that the services of a professional accessibility specialist (i.e., CAsp) be engaged for project analysis, the preparation of plans, and for hardship applications or proposals for equivalent facilitation.
<b>Comment(s):</b>		

**Design professional in responsible charge:**

When it is required that documents be prepared by a registered design professional (per State of California Consumer Affairs), the owner shall engage and designate on the building permit application and on the Site Plan a registered design professional who shall act as the registered Design Professional in Responsible Charge.

The registered Design Professional in Responsible Charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

<b>Designer</b>	<b>COUNTY STAFF</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<i>1- Design professional in charge declared, all plan sheets to be stamped and signed by their respective professional.</i>

***Note: County staff reserves the right to require additional application submittal information as found applicable to each project on a case-by-case basis.***

***I have reviewed this submittal list and I recognize that increased plan review times and costs may be necessitated by incomplete plan submittals, and in some cases, plan review may not be performed until all missing data is formally submitted.***

**SIGNED BY APPLICANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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