

General Requirements:

- The minimum paper size is 18" x 24". Standard paper size is 24" x 36".
- Plans must be complete, legible, accurate and drawn to scale.
- Provide three (3) sets of plans with each submittal.
- Provide two (2) copies of the following: Soils reports and Structural calculations (for new construction or when applicable).
- Show compliance with State Title 24 Energy Conservation requirements and reproduce the MF-1R and CF-1R forms on plans.
- Applications must be filled out completely on both sides and signed by applicant.
- Address and owner information must be on each sheet of the plans.
- Must have the wet stamp and signature of the Architect/Engineer on the plans.

Information required on Site Plan:

- All property lines, easements, existing lot drainage, and proposed lot drainage.
- Existing structures with setback distances between structures from property lines (include patio covers, decks, trellises, sheds, pools, etc.)
- Locations of all proposed work, showing setback distances from property lines and other structures on the parcel.
- Height and location of all fences, walls, retaining walls, and screens.
- All driveways, paved areas, and required parking spaces.
- North arrow on site plan and vicinity map.
- Location and size of main electrical service panel.
- Show required landings at all doors – provide dimensions.

The Cover Sheet of the plans must contain the following:

- Name address and phone number of owner and engineer, architect or designer as appropriate.
- Address of proposed project with assessor's parcel number and land use zone.
- A complete site plan (as described above) with project vicinity map.
- Project data to include size of lot, size of existing buildings, proposed addition and/or remodel (provide dimensions).
- A code analysis to include: construction type, occupancy classification, the number of stories, and whether or not Fire Sprinklers are required.
- A complete description of the scope of the work.
- Plans sheet index and description of page.
- For Neighborhood Preservation cases, the Notice and Order must be reproduced on the front sheet of the plans (if applicable).

Additional Requirements:

- ❑ **Foundation Design:** showing section plan and section details of construction, size and placement of reinforcing steel, anchor bolt and hold-down size and location, and depth of footings and slab. Soils engineer's name, project number, and report recommendations must be reproduced on the foundation plans.
- ❑ **Floor Plan:** show all existing and proposed: walls, doors, windows, cabinets, counters, minimum required electrical outlets, circuits, switches, lights, smoke alarms, carbon monoxide alarms, mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms and clearly distinguish between proposed and existing areas. (Residences greater than 3,000 square feet and/or three (3) stories in height are required to submit plumbing, mechanical and electrical sheets).
- ❑ **Framing Plan and Section Details:** to show all structural elements including floor, wall, ceiling, and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, fasteners, connections, straps, and engineered truss designs (if applicable). Specify where special inspection by deputy or structural observation is required.
- ❑ **Cross Section:** of building showing all interior and exterior finishes, insulation type and R value, sheathing, roofing materials, stairs, handrail and guardrail heights and dimensions. Specify ceiling heights.
- ❑ **Elevation Drawings:** from each side of the building or addition. Show structure height, roof pitch, exterior wall covering materials, exterior landings and stairs, underfloor and attic vents, and surrounding grade.
- ❑ **Erosion Control Plan:** as required.
- ❑ **Contours:** Show existing contours, proposed contours, amount of cut and fill, topography in 5 ft. increments, etc. (if applicable)
- ❑ **Fire Sprinklers Systems:** shall be submitted separately and not included in this plan submittal.
- ❑ **Construction and Demolition Waste Management Plan (WMP):** new construction only.

Hours: Monday, Tuesday, Wednesday, and Friday: 7:30a.m. – 5:00p.m
Thursdays: 9:00a.m. – 5:00 p.m.
Closed Alternate Fridays
Note: No Financial Transactions after 4:30p.m.

Location: Ventura City Hall, 501 Poli Street, Room 117

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