



## PLANS REQUIRED FOR BUILDING PERMITS

CITY OF ENCINITAS BUILDING DIVISION  
505 S. VULCAN AVENUE, ENCINITAS, CA 92024  
(760) 633-2730/FAX (760)943-2226

The City Building Code requires that **4 sets of plans** be submitted and approved before a building permit can be issued. ALL PLANS SHALL BE LEGIBLE AND DRAWN TO SCALE (note scale on plans). Plans shall be non-erasable (either blueprints or ink may be used). If the plans have been drawn by an engineer, designer or architect, each page shall be signed. Each sheet shall be numbered. Plans shall consist at a minimum of the following:

### **A. GENERAL REQUIREMENTS:**

1. **PLOT PLANS** showing the property lines dimensioned, the location of abutting streets and easements and the location of any structures. The plans shall include:
  - a. A vicinity map.
  - b. Site address, assessor's parcel number, and legal description.
  - c. North arrow.
  - d. Structure and Occupancy use (existing or proposed).
2. **GRADING or TOPOGRAPHIC PLAN** showing site grades by minimum 5-foot contours at least 15 feet beyond property lines, all pad elevations, and grades at street and alley property lines.
3. **FOUNDATION or FOOTING PLAN** showing the size and location of footings, walls and piers, size and spacing of girders and floor joists; thickness of concrete slabs, and depth of fills, if any, and special treatment of the soil, if any is required.
4. **FLOOR PLAN** showing the size and intended use of all rooms; location and size of all headers; location, size and type of all windows, doors and other openings; location of plumbing fixtures, light fixtures and electrical outlets; location type(s) of heating and air conditioning units; sill height of bedroom windows, and the type of all interior finishes. For room additions, all adjacent rooms to the addition(s) shall also be shown.
5. **EXTERIOR ELEVATIONS** showing all openings and exits, vertical dimension, location and type of wall bracing, the type of roof covering and exterior finishes. Include and indicate the following items:
  - a. Existing and finished grade (labeled on each view).
  - b. Maximum height. Structure height is to be measured from the lower of existing or finished grade. Clearly show both grades and note if same on all elevations; dimension maximum height of structure
  - c. Additions: Clearly indicate what is existing and what is proposed.
6. **CROSS SECTIONS** through the building as may be necessary to show the structural arrangements and materials from the ridge to the foundation. This includes the size and spacing of the studs, joists, girders, and rafters. Show the clearance from earth to wood floor, ceiling heights, eaves projections and roof pitch.

7. **SOILS REPORT** is required for new structures, except certain detached accessory buildings (i.e. garages, storage buildings, etc.) for private dwellings. Per Section 2905 (c), the report shall include:
  - a. A plot showing the location of all test boring's and/or excavations.
  - b. Descriptions and classifications of the materials encountered.
  - c. Elevation of the water table, if encountered.
  - d. Recommendation for foundation type and design criteria including bearing capacity, provisions to minimize the effects of expansive soils and the effect of adjacent loads.
  - e. Expected total and differential settlement.
8. **STRUCTURAL CALCULATIONS** if construction does not qualify as "conventional" wood-frame single story.
9. **DETAILS** to clearly indicate and explain all structures and fire resistive materials; plans and documentation to show compliance with State mandated energy and/or handicapped accessibility requirements.
10. **SPECIFICATIONS** of quality of materials, concrete, mortar and grout mix proportions; grade and species of lumber shall be indicated. Specifications are statements of the quality of materials and workmanship while plans are diagrams showing construction details.
11. **PLANS FOR FIRE SPRINKLER and/or FIRE ALARM SYSTEMS** when required shall be approved by the Fire Prevention Bureau prior to the issuance of a building permit.
12. **ENERGY AND DISABLED ACCESS COMPLIANCE** with California Administrative Code Title 24; submit plans and documentation and/or calculations to show compliance. Affix CF1 forms to plans.

**B. PLANNING DEPARTMENT SPECIFIC REQUIREMENTS:**

Please contact the Planning Department at (760)633-2710 if you have questions on any of the following requirements or how they may relate to your project.

1. **Site Plan**
  - a. Zoning.
  - b. Set-Backs, indicated and dimensioned.
  - c. Street/Alley Centerline (if applicable).
  - d. Access easements with title report (if applicable).
  - e. Height of fences and retaining walls, both existing and proposed.
  - f. Floor area of residence.
  - g. Floor area of garage. Area shall not exceed 50% of the floor area of the residence, or 1,000 sq. ft., whichever is smaller (min. 480 sq. ft. garage is permitted).
  - h. Floor Area Ratio: obtained by dividing the total bulk floor area by the gross lot area, exclusive of the ultimate street right-of-way.
  - i. Summarize all NEW impervious surface areas (calculate sq. ft.) including but not limited to the following: structures, garages, driveways, sidewalks, patios, street, parking and circulation.

## 2. **Floor Plans**

- a. North Arrow.
- b. Garage (Must provide a minimum of 8'6" x 19' clear inside for each car. Door width minimum: single 7'6" and double 15').
- c. Basement (if applicable): Clearly show that basement meets the definition as set forth in Municipal Code Chapter 30.04, Chapter Definitions: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half (1/2) of its perimeter is more than 4' above the natural grade."

### **C. ENGINEERING SERVICES SPECIFIC REQUIREMENTS:**

Please contact the Engineering Department at (760)633-2770 if you have questions on any of the following requirements or how they may relate to your project.

#### 1. **Site Plan**

- a. Locations, names and widths of bordering streets, road easements and alleys.
- b. Location of easements and floodplain.
- c. Locations and dimensions of all existing and proposed buildings, structures, utilities, parking and landscape areas.
- d. Existing and proposed public right-of-way and improvements within the public right-of-way (Irrevocable Offer to Dedicate if applicable).
- e. Location and width of interior driveways. Call out surfacing and maximum slope.
- f. Existing and proposed drainage facilities.
- g. Direction of water flow onto and off the property, with flowline elevations.
- h. If grading is proposed, show finished grades; contours and/or spot elevations; and quantities of grading.
- i. Reference other plans that are a part of this project, e.g. grading plans improvement plans, etc.
- j. Place the following note on the plan:

*Owner to obtain a construction permit from the Engineering Department at least 48 hours prior to working in the public right-of-way. Failure to do so will result in issuance of a stop work notice and double permit fees. It is the responsibility of the owner to know where his/her property line is.*

Upon review of the above, it may be determined that one or more of the following will be required:

- Grading and/or improvement plans.
- An Irrevocable Offer of Dedication of property to meet the City of Encinitas right-of-way standards.
- A Covenant Not to Oppose an Assessment District.
- Underground utilities along the property frontage.

After the permits are issued, the approved plans and the Inspection Record must be kept on the job at all times and be available to Building Inspectors during construction.