



PROJECT PLAN SUBMITTAL GUIDE

INFORMATIONAL PACKET

QUESTIONS?

Additional information regarding planning applications or building permit applications can be obtained at 630 Garden Street or see department contact information online: SantaBarbaraCA.gov



INTRODUCTION

The Project Plan Submittal Guide outlines the basic requirements for submitting plans on a planning application or building permit application. Note that a completed application form must be submitted along with the required application fees and supplemental materials as indicated either on the form or in the application checklist. Applications that do not include these materials will not be deemed complete. All plans must conform to the electronic file submittal standards contained at the end of this document.

WHEN ARE PLANS REQUIRED?

A well-prepared set of plans is the most important document in your application submittal materials and is a required component for all construction projects. Not all items listed in this informational guide will apply to every proposal; however, all plans must include information sufficient to demonstrate compliance with the code requirements specific to each project. Contact your assigned planner or plans examiner if you have questions about whether a particular item is required for your project.

WHO CAN PREPARE PLANS?

Depending on the size and type of your project, you may need the services of a licensed professional. A licensed professional, such as an architect or engineer, is required for projects that are greater than two residential units on a lot, or greater than two stories in height. A licensed professional is required for all structural commercial tenant improvements, and any work that alters the safety of a building.

The [California Business & Professions Code](#) allows some exemptions for unlicensed persons to prepare plans, subject to approval by the Chief Building Official. Check in with the [Building & Safety Division](#) regarding the need for a licensed professional for your project.



WHAT INFORMATION MUST BE ON MY PLANS?

GENERAL REQUIREMENTS

Plans must be complete, accurate, legible, and to scale. Include information on all lots, buildings, uses, and tenant spaces involved in the project. Each drawing on the plans must be labeled with the specific building address, unit number, floor level, and if it is showing existing, “as-built”, or proposed new work.

TITLE BLOCK

Every set of plans should contain a title block that includes the project address, the property owner’s name and plan preparer’s name and contact information (email and phone number). Include the date the plans were prepared, the drawing scale, the sheet number, a sheet index, and if the plan preparer is not licensed, they must sign the plans. A licensed professional must stamp and sign the plans. Provide an 8 x 8 space for city stamps on the title sheet.

SCALE

Provide both a graphic scale and a fractional scale. The minimum scale is as follows, unless the project is too large to accommodate that scale:

- Site plans, grading plans, landscape plans: $\frac{1}{8}$ -inch = 1-foot scale; or 1-inch = 10-feet
- Floor plans, details, elevations, sections: $\frac{1}{4}$ -inch = 1-foot scale

NORTH ARROW

Provide both a True North arrow and a “Project North” arrow (if different), pointing to the top of sheet and consistent across all sheets.

DOCUMENTS AND SUPPORTING MATERIALS

Complete and reproduce the following documents on the plan sheets, as applicable:

- | | |
|--------------------------------------|---|
| • Notice of Violation (NOV) | • Energy Compliance / CALGreen Forms |
| • PC/SO Resolution (with signatures) | • Outdoor Lighting Compliance Statement |
| • Conditions of Approval | • Landscaping Compliance Statement |
| • Geotechnical (Soils) Report | • Environmental Health Services Stamp |
| • Access Compliance Form | • Storm Water BMPs |

REVISIONS – CHANGES TO APPROVED PLANS

The “scope of revision” should be clouded, with a numbered delta symbol indicating the revision number. The numbered delta symbol should be listed in the title block with a date indicating when the revision was made. Include reference to the original application BLD or PLN Record number.

SAMPLE TITLE SHEET

[illegible]

TITLE SHEET CHECKLIST

- | | |
|-----------------|-------------------------------|
| ✓ Title Bar | ✓ Relevant documents |
| ✓ Scope of Work | ✓ Sheet Index |
| ✓ Project Data | ✓ 8 x 8 space for city stamps |
| ✓ Vicinity Map | ✓ Signed by plans preparer |

REVISION CHECKLIST

- ✓ *Scope of Revision*
- ✓ *All revisions clouded*
- ✓ *Numbered delta symbol*
- ✓ *Signed by preparer*

VICINITY MAP

Provide a vicinity map showing surrounding streets and properties and identify the project site. Include walking distance to offsite parking spaces or public transit, if applicable.

NEIGHBORHOOD CONTEXT STUDY

A study of the ten (10) closest properties, and additional properties as needed, is a tool used in evaluating neighborhood compatibility as part of the city's [Infill Design Guidelines](#). On new multi-unit residential or nonresidential design review projects, provide a detailed vicinity map for an area that includes at least 10 surrounding parcels that shows: property lines, building footprints, building height, number of stories, zoning designation, size of parcels, and building lot coverage.

TITLE SHEET

SCOPE OF WORK

Describe the existing site development, all work proposed, and any phased or concurrent permits. Indicate if any modifications or similar exceptions are requested. If code violations exist, identify the nature and extent of the violation and the proposed correction. Include the building height, number of stories, and date of original building construction. Note if fire sprinkler or utility upgrades are required, including undergrounding. Include if the parcel is in a fire hazard area or special flood hazard area. List the appropriate Zoning Ordinance (Title 28 or Title 30) and Building Codes for the project.

PROJECT DATA

The title sheet should also contain a project data table, including the Assessor's Parcel Number (APN), zoning district, lot size (in acres and square feet), lot coverage data, open yard areas, and the average slope of the property. The project data table should include existing, proposed, and to be demolished floor area (gross and net as defined in SBMC §30.15.070 or §28.04.020) for the following features:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Residential Uses, each unit separately and the number of bedrooms in each unit • Mixed-Use, indicate percentage of total floor area devoted to residential use • Nonresidential Uses, provide each land use (warehouse, retail, office) separately • Accessory Buildings, each building separately and cumulative on site • Additions and Demolition, separate line items for all new and demo floor area • Parking, automobile, and bicycle, include number of spaces, and the required ratio • Grading, in cubic yards (cut and fill), under and outside building footprint, import/export • Land Uses, occupancy classifications separation requirements, construction type | <ul style="list-style-type: none"> • Architectural Features, such as porches, landings, decks, patio covers, towers, gazebos • Conversions, any floor area to be converted from one use to another (garage to living space) • Unpermitted Areas, any as-built or unpermitted floor area to be permitted or demolished • Excluded Areas, such as vent shafts, lofts, crawlspace, attics, mechanical rooms • Floors, provide each floor separately (1st floor, 2nd floor, basement, cellar) • Impervious Areas, new, replaced, or removed areas, both onsite and in public right-of-way • Floor to Lot Area Ratio (FAR), existing FAR, proposed FAR, and maximum allowed FAR • Total on Site, provide a "grand total" of all floor area of all buildings and structures on site |
|---|---|

HOUSING PROJECTS

For projects with two or more new residential units, include the following additional information:

- The residential density formula used for the project, including slope information, if applicable
- Greatest number of permitted residential units that have existed on the site in the past 5 years
- If units are rented at affordable or market rates, and affordability level (moderate, low, very low)
- If units are for sale (condominium) or rental units, or subject to Inclusionary or Density Bonus

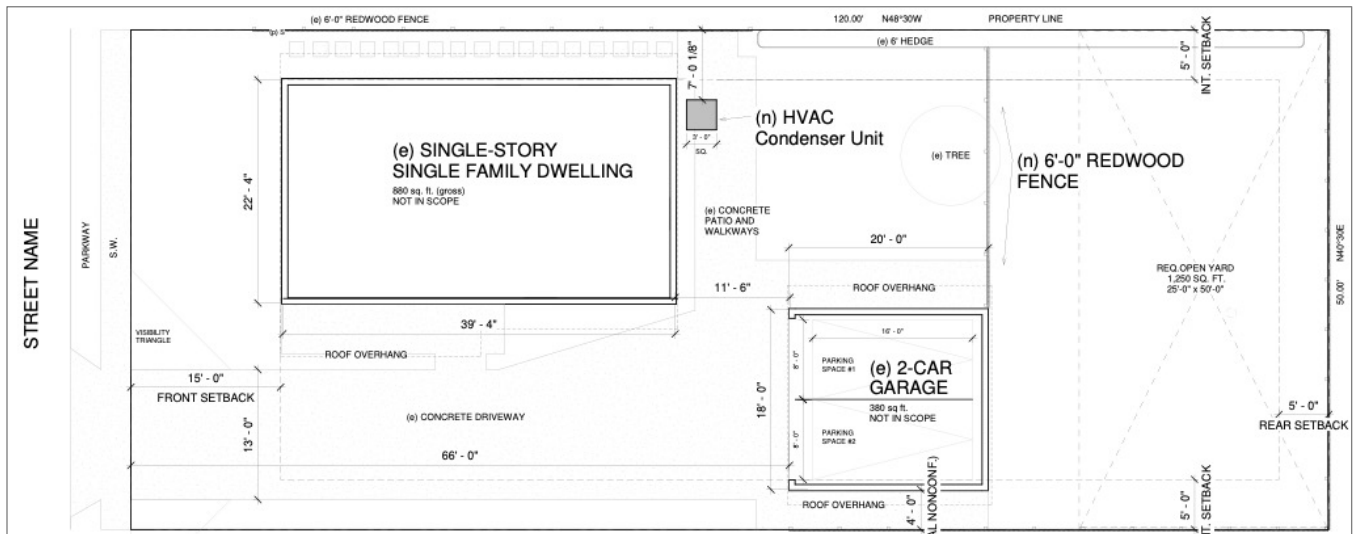
SITE PLAN

A **Basic Site Plan** may be submitted for minor projects such as fences, driveways, accessory buildings, and interior remodels. Label the area of work, provide complete property lines with dimensions and bearings, label the use of each building, and show dimensions, distance to property lines, parking and driveways, street or right-of-way improvements, and zoning information like setbacks and open yard.

A **Detailed Site Plan** is required for more complex projects, such as additions or construction of a new building. It includes everything required for a basic site plan but with added details including roof overhangs and other architectural features. Superimpose an outline of the upper story over the lower story. Generally, separate existing and proposed site plans should be provided, preferably on the same page. A demolition plan or “as-built” site plan may be required. Plan must also include (as applicable):

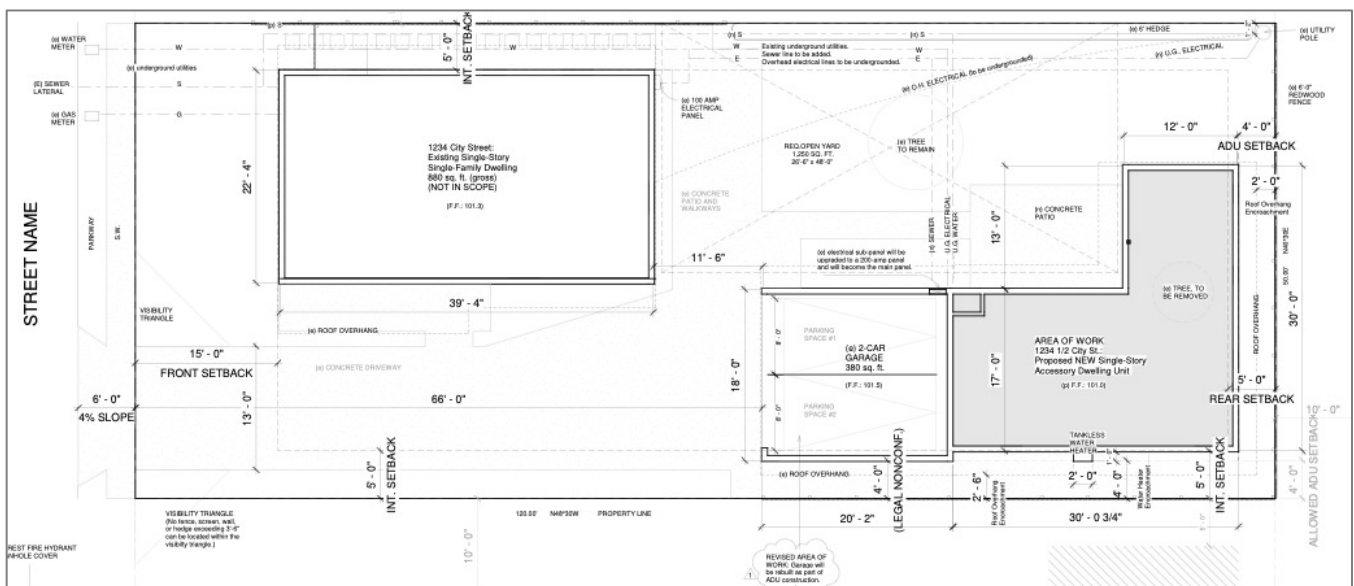
- **Roadway dimensions** and right-of-way limits in addition to widths of adjacent streets (by name), alleys, or other adjacent public property
- **Curb, gutter, sidewalks**, parkway, and street trees: type, location, and dimensions
- **Public and Private Easements**, include location, dimensions, and purpose
- **Dimensioned landscape and paved areas**, describe materials and permeability
- **Full width of buildings on adjacent lots**, and adjacent land uses and zones
- **Distance between buildings**, and from all structures, all floors, to all property lines
- **Ingress/Egress**, show primary entrance to each building, path of travel, pedestrian walkways, emergency vehicle access
- **Parking spaces**, number each space, show dimensions and angle of parking stalls, drive aisles, bay widths, maneuvering areas
- **Accessibility standards**, including accessible parking and loading areas
- **Open yard areas**, label the existing and proposed dimensions. If open yard is in multiple locations, include dimensions and square feet of each area, and total provided
- **Significant site features** including trees, abandoned oil wells, creeks, wetlands, landslides, septic tanks, leach fields, water wells, earthquake faults, and steep slopes
- **Dimensioned setbacks**, front, interior, and rear. Indicate if upper stories have a different setback than lower stories, or if different buildings and uses have different setbacks
- **Parking lot** entrance/exit points, dimensions of landscape planters, and number of trees
- **Drainage** and erosion control, indicate where storm water from all impervious areas will flow
- **Utility connections and meters**, include type, location, clearances, if overhead or underground
- **Nearest fire hydrant**, distance to all exterior walls, identification number, and latest flow data
- **Manhole**, provide elevation of nearest upstream manhole cover
- **Encroachments**, into setbacks and open yard. Dimension, label, and show distance to property lines. Label exceptions, waivers, or modifications
- **Driveway** dimensions and materials, slope, and length of driveway throat, show visibility triangle and any obstructions (gates, hedges)
- **Mechanical equipment**, location, dimensions, distance to property lines, noise, and screening
- **Trash enclosures**, include all parts and show containers to scale within enclosure. Indicate size and waste stream. Provide distance and location of all curb cuts to truck access point
- **Fences and hedges** over 42-inches in height, location, height, and materials. Include planter walls and guardrails. Indicate any exceptions, waivers, or modifications

SAMPLE SITE PLANS



BASIC SITE PLAN CHECKLIST

- ✓ *Area of Work*
- ✓ *Property lines*
- ✓ *Building, structure location*
- ✓ *Distances to property lines*
- ✓ *Setbacks and open yard*
- ✓ *Streets, parking, driveways*



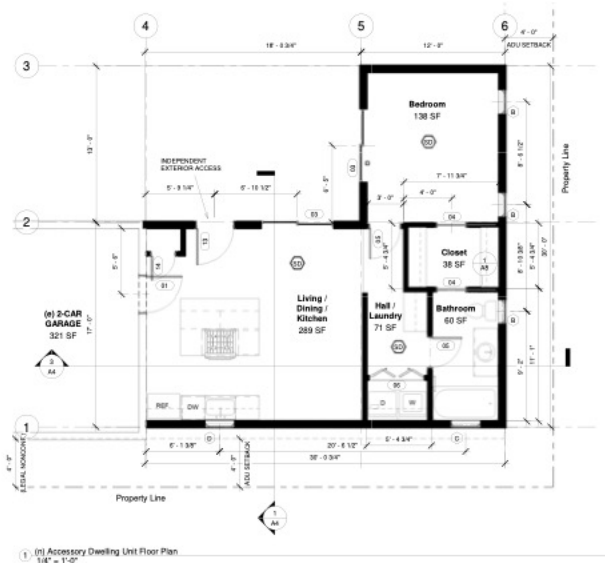
DETAILED SITE PLAN CHECKLIST

- | | | |
|--------------------------|------------------------|-------------------------------|
| ✓ Architectural features | ✓ Entry/Ingress/Egress | ✓ Fire hydrants, manholes |
| ✓ Easements | ✓ Structure dimensions | ✓ Yard encroachments |
| ✓ Landscape/paved areas | ✓ Accessibility | ✓ Equipment, trash enclosures |
| ✓ Adjacent buildings | ✓ Site features | ✓ Site visibility triangle |
| ✓ Drainage | ✓ Utilities and meters | ✓ Fences and hedges |

FLOOR AND ROOF PLANS

Existing and proposed complete (not partial) floor and roof plans are required. Preferably, the existing and proposed floorplans should be on the same page. All plans must be dimensioned to show significant measurements, label the area of work, and show the following information:

- Identify the existing and intended use of all rooms. Indicate if the room is livable (bedroom) or non-livable space (storage)
- All doors and windows, existing and proposed. Label entries and exits
- If and how below-grade floor area is proposed to be excluded for purposes of determining a story or calculating the FAR
- All stairs, landings, and elevators showing the direction of ascent or descent
- Location of smoke detectors, office or restaurant furniture, kitchen appliances
- Property lines and setbacks should be shown on floor plans if a building or structure is on, or near, the setbacks
- All building walls, those to remain and those to be removed or added, along with a wall legend
- If substantial amounts of demolition are proposed, include demolition calculations pursuant to SBMC §30.140.200
- Interior dimensions of covered parking areas, any intrusions, and mechanical lift specifications
- Designate affordable units; show comparable size and bedrooms as the market rate units



FLOOR PLAN CHECKLIST

- ✓ Label rooms
- ✓ Doors and windows
- ✓ Stairs and landings
- ✓ Property lines and setbacks
- ✓ Walls and legend
- ✓ Smoke detectors, appliances

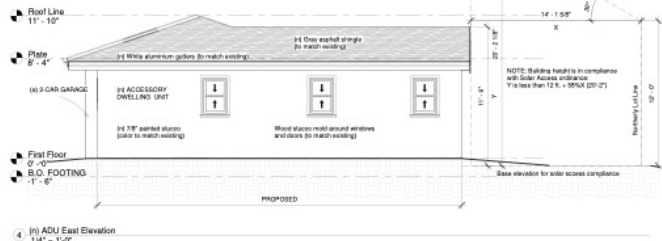
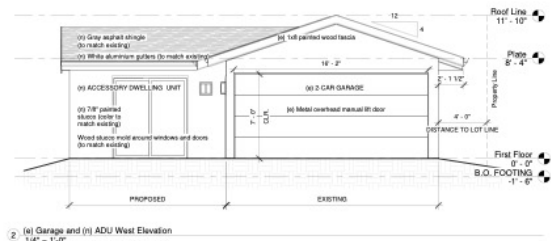
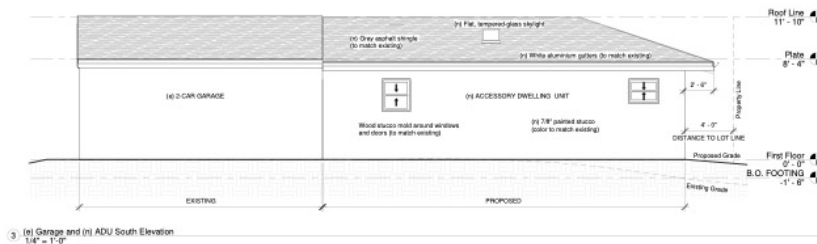
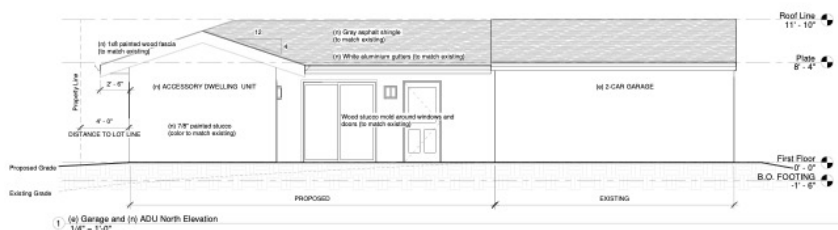
SECTIONS

Sections through critical points of the proposed building should be provided to clarify the plans. At least two sections (longitudinal and lateral) are required for all expansions or if excavation is involved. Additional sections may be necessary where character, height, or detail of the building and cross slope changes. The following additional information should be provided on each section as applicable: existing and proposed grade, building height, and floor to ceiling height.

ELEVATIONS

Elevations are needed for each building face related to the scope of work. Separate existing and proposed building elevations are required on design review projects, or if nonconforming, or as-built. The type of building materials on wall surfaces, roofs, and for windows and doors must be indicated, including High Fire Area building materials if applicable. Show the existing and proposed grade planes and heights of all buildings. Label the area of work, and show the following information:

- Relative property elevations, plate heights, finished floor elevations, existing and proposed roof pitch
- Base Flood Elevation, Design Flood Elevation, Base Elevation Point (solar)
- Solar Access height limit, and maximum height limit per the zoning district
- Property lines and setbacks should be shown if a building or structure is on, or near, the setbacks
- Height of any antennas or other architectural features; note exceptions to height limitations
- Width and vertical clearance of garage door, all exterior landings, and height of planter walls



ELEVATIONS CHECKLIST

- ✓ Building materials
- ✓ Property lines and setbacks
- ✓ Building height
- ✓ Plate heights, roof pitch
- ✓ Existing, proposed grade
- ✓ Solar Access height limit

VISUAL AIDS

To facilitate understanding of your project, visual aids such as a perspective drawing, photo simulation, or a three-dimensional (3-D) representation of your project in relation to its context is strongly recommended for all design review projects scheduled on the Full Board or Commission agenda.

See [Visual Aids & Story Poles](#) for more information.

GRADING PLAN

A grading plan prepared by a licensed architect, civil or structural engineer is required if grading exceeds 250 cubic yards outside of the main building footprint and the average slope is greater than 15%; or under certain circumstances that are defined in Section J104 of the City of Santa Barbara Municipal Code [Chapter 22.04](#). Provide existing and proposed contours, amount of cut and fill, and topography in 5-foot intervals. Provide cross sections for areas being cut or filled.

3-D GRADING PLAN

If grading exceeds 500 cubic yards, a three-dimensional computer simulation or model presentation of the grading is required, unless waived by the design review body at Conceptual Review.

LAND SURVEY

Include a copy of any site survey prepared by a professional land surveyor for all new construction. For more information, see: [How to Consult a Surveyor](#). A professional topographic survey is required if a grading plan is required and must be signed by a licensed surveyor registered in California. Show the site topography with 5-foot contour intervals; driveways use 1-foot contour intervals. Extend contours 100 feet on all sides beyond project site. Show grade levels on site and within 5 feet of the property lines and identify all grading locations and amount of cut and fill proposed in each area.

STREETSCAPE PLAN

Indicate if the project is proposing any street or right-of-way improvements, including compliance with the City's [Pedestrian Master Plan](#). Show existing and proposed streetscape features (power poles, streetlights, bulb outs, paving materials, trees, transit shelters, benches, bike racks, mailboxes, meters) including sidewalk corridor dimensions. Indicate if there are any accessibility or other privately-owned features or use proposed in the right-of-way. Show existing and proposed curb cuts within 50 feet of the property frontage.

STORM WATER MANAGEMENT PLAN

Show compliance with the City's [Storm Water Management Plan \(SWMP\)](#) on all applicable projects. Indicate the required tier level and show the appropriate Best Management Practices on the site plan or on a separate drainage plan. A conceptual drainage plan must be provided prior to design review Project Design Approval showing the probable design elements to be incorporated in the final design. Final drainage calculations must be provided before Final Approval.

EROSION CONTROL PLAN

An Erosion Control Plan per the [City's Erosion/Sedimentation Control Program](#) is required for any project that includes any earth work, concrete, grading or land clearing, for both site stabilization and to prevent the migration of soil and other pollutants from entering city storm drains. Show the method used and where you are using it (straw wattles, silt fence, stabilized construction entrance, etc.) on the site plan. Incorporate one of the City's three standardized [Erosion Control BMP Sheets](#) in your plan set.

LANDSCAPING PLAN

Landscaping plans are required for projects subject to design review on all new buildings, substantial additions or alterations to existing sites when existing landscaped areas are proposed for removal or alteration, and projects involving significant terracing, grading, or vegetation removal. See the separate [Landscape Plan Preparation Guidelines](#) for detailed submittal requirements and more information.

- Show all trees; include height, species, drip lines and root zones. Indicate with an "X" through any trees to be removed
- Detailed planting plan including number, size, species; and any hardscape materials
- Provide a separate irrigation plan or include the irrigation system and meter
- If located in a Fire Hazard Area, show landscaping consistent with the [Fire Hazard Area Landscape Guidelines](#)
- Indicate water-wise plants and non-water-wise planting areas, in square feet and as a percentage of total landscaped area, per the [Landscape Standards for Water Conservation](#)

OUTDOOR LIGHTING PLAN

If outdoor lighting is proposed, provide details including manufacturers' fixture cut-sheets, lamp type and wattage, the required Compliance Statement (Appendix C). More information may be requested by planning staff, such as foot-candle plots or controls, to demonstrate compliance with the requirements of SBMC 22.75, Outdoor Lighting Ordinance or the [Outdoor Lighting Design Guidelines](#).

MATERIAL SPECIFICATIONS

Provide general design details, materials, colors, and finishes for all exterior surfaces. Include large-scale detail drawings of significant architectural elements, such as:

- Handrails, guardrails
- Stairs, arcades, arches
- Cornices, canopies, eaves
- Trellis members
- Columns, column bases and capitals
- Grills, parapet walls and chimney caps
- Finials, towers, domes, cupolas, spires
- Provide door and window details, including dimensions, operation (double-hung, casement), and include a window section with dimensions and muntin specifications
- Awning fabric color, brand name, and installation hardware details
- Specifications on commercial restaurant outdoor furniture, and bicycle rack details

CONSTRUCTION DRAWINGS

The following information is a summary of requirements for building permits. See the [Effective Use of the International Building Code](#) for a more comprehensive list of information. Completed working construction drawings are required for final design review approval. Submit everything listed on the [Final Approval Submittal Checklist](#) with all applications for final approval.

CODE ANALYSIS

Include a summary of information and area calculations necessary to demonstrate compliance with building standards codes, including:

- Occupancy group classification
- If mixed occupancy, indicate if it is to be a separated or non-separated structure
- Occupant load calculations (include exiting and plumbing fixture count)
- Construction type (IIA, VA, VB, etc.)
- An opening protection calculation (for all openings on exterior walls less than 5 feet from a property line)
- Diagram of fire separation distances that apply
- Means of egress for all portions of the building
- Statement of fire sprinklers

WALL, WINDOW, AND DOOR DETAILS

Provide a wall legend and window and door schedule. Show fire-resistive door, window, and damper schedules, egress windows, fire-resistive assemblies, fire-stopping details identified by listing agency.

SEPARATION OF OCCUPANCIES

On the floor plans, show demising walls, partitions, corridors, fire, and sound transmission separation with applicable detailing as required between land uses, tenants, or residential units. Show the accessible path of travel through the building.

BUILDING SECTIONS

Show cross sections of the building showing all interior and exterior finishes, insulation type and value, sheathing, roof slope, roofing materials, stairs, handrail and guardrail dimensions, fire resistive materials, interior ceiling heights.

FOUNDATION PLAN

Include details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings. Include the soil engineer's name and project number. Geotechnical (soil) report recommendations must be reproduced on a plan sheet and made a part of the set.

FRAMING PLAN

Show structural elements including wall framing, floor and roof framing, posts, beams, headers, sheer walls, sheer transfer details, lumber species and grade, hangers, connectors, and engineered truss designs, if applicable.

ACCESSIBILITY PLAN

Commercial projects are required to address the accessibility obligations of the Americans with Disabilities Act of 1990 “ADA” and be readily accessible to, and usable by, individuals with disabilities. Document the path of travel from the public sidewalk and parking to the area of the proposed alteration. Upgrades can include parking, walks, entry, restroom, signage, and other elements.

PLUMBING SHEETS

Commercial projects must provide an isometric or schematic diagram with pipe size, type, and calculations for gas, water, drain waste, and vent piping. Show location of all plumbing fixtures and:

- Total Drainage Fixture Units (DFUs) for new/existing development (California Plumbing Code Table 702.1)
- Correlate DFUs to average daily dry weather flow in gallons per minute
- Restroom details, showing layout and measurements of stall partitions, plumbing fixtures, grab bars, mirrors, paper dispensers and other accessories.
- A Water Supply Fixture Unit chart may be required if impacting water main capacity or requiring water main extensions
- Size and location of roof drains and overflows
- Make and model number for water closets and shower control valves
- Backflow prevention devices, backwater valves, grease traps, chemical interceptors

MECHANICAL SHEETS

Show and describe all existing and proposed heating, ventilation, and air conditioning (HVAC) and other equipment. Include the following information:

- Size and details of support for equipment and ducting
- Cross sections, specifications, and calculations for new commercial hoods
- Location for all existing and new supply and return air registers and all required smoke/fire dampers
- Noise specifications (exterior equipment)

ELECTRICAL SHEETS

Provide energy compliance documentation per State Title 24 regulations and the following plans:

- Single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations
- Floor plan with the locations of main and sub-panels, motors and equipment, outlets, switches, fixtures, and all power apparatus. Show complete circuitry

EXTERIOR EQUIPMENT, RISERS, UTILITIES, AND VENTS

On the elevations, show all exterior electrical and mechanical equipment, if proposed. Show compliance with the City’s Noise Ordinance and screening requirements and as applicable:

- Fire sprinkler risers and backflow device in accordance with the California Fire Code
- Electrical vehicle charging stations (EVCS); include equipment, electrical service, specifications, and mounting instructions
- If solar photovoltaic (PV) is required, provide all specifications for the PV system, and make part of plan set
- Utility panels, mechanical vents, attic vents, and other ventilation openings



WHAT ARE THE ELECTRONIC PLAN REQUIREMENTS ?

PDF FORMAT

Portable Document Format (PDF) files are the industry standard for electronic plans. The City only accepts PDF files for plan review. Files must be unprotected and unlocked. We do not accept ZIP files. Supporting information shall be separate, individual, PDF files. Rotate your plans so they are easily viewable. Do not mismatch sheet sizes or orientation throughout the set. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

- **File Format:** PDF
- **Maximum File Size:** 500 MB
- **Format:** Vector preferred
- **Resolution:** 300 ppi
- **Layers:** Files must be flattened and full-size
- **Sheet Size:** Minimum 18" x 24"; Maximum 36" x 48"
- **Minimum Font Size:** 10 pt
- **Color:** Black on white preferred (except for photos)
- **Grouping:** Multiple sheets within a single PDF
- **Large Sets:** Separate PDF files grouped by trade

FILE NAMING GUIDELINES

The file name you give each document must meet certain standards to be accepted by our system. Please note that you must name the documents on your computer **before** beginning the document upload process, as you cannot change the name once you start the upload process.

- **Number of Characters.** File name may not exceed 200 characters, including the period and suffix
- **Invalid Characters.** Do not use any of these invalid characters: * : < > ? / \ | ~ " # % & * : < > ? / \ { | }
- **Duplicate Name.** You cannot upload a document file name more than once on a record
- **Plan Sequence.** On plan submittals, include the number of the review (1st Submittal, 2nd Submittal, etc.)

FILE NAMING EXAMPLES

File names should be as short as possible and clearly denote the contents. If the plan set is large (over 20 sheets) provide separate PDF files named by trade (Architectural, Structural, Electrical, Mechanical). On planning applications, include the date you upload the documents.

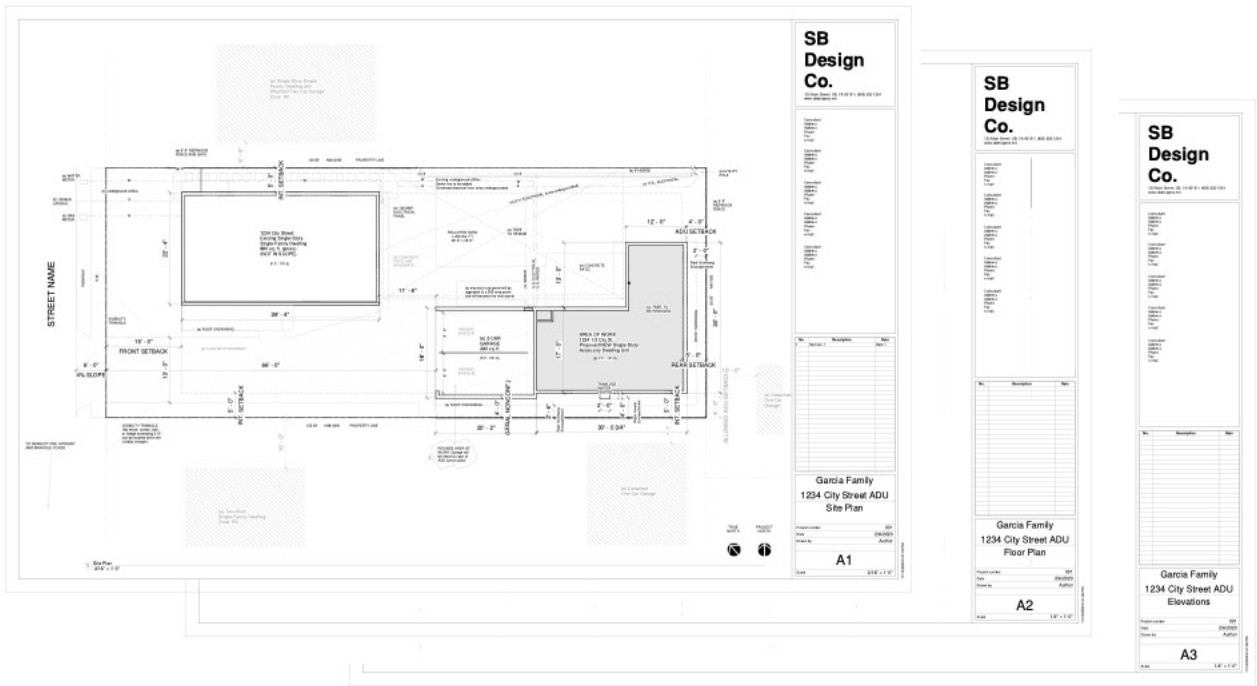
Building Permit Applications

- *1st Submittal Plans*
- *1st Submittal Architectural (if > 20 pages)*
- *APCD Clearance Form*
- *BFE Documents*

Planning Applications

- *2020-07-08.Applicant_Letter*
- *2020-07-08.Planning_Application*
- *2020-07-08.Plans*
- *2020-07-08.Photos*

All plan sheets should be saved together as one single PDF document



When saving PDF files, plans should be rotated to be easily visible.



Remember that necessary certifications/signatures must be included.

