



City of Santa Barbara
Building & Safety Division
Residential Plan Submittal Checklist

Community
Development
630 Garden Street
805-564-5485

General requirements:

- The minimum paper size is 18" x 24", maximum paper size is 36" x 42".
- Plans must be complete, accurate, and drawn to scale.
- Provide three sets of plans with numbered pages, a sheet index and a sheet count.
- Provide one copy of soils report and one copy of calculations (new construction or when applicable).
- Show compliance with State and City of Santa Barbara Energy Conservation requirements and reproduce required forms on plans (new habitable structures, additions or alterations to existing conditioned space).
- Plans drawn or prepared by licensed professionals and must be stamped at submittal and "wet"- signed before the permit can be issued.
- Application must be filled out completely and signed by applicant (owners signature may be required).

Information required on plans:

- If applicable, the following must be reproduced on the plans;
 - Planning Commission or Staff Hearing Officer "Conditions of Approval",
 - Zoning "Modification Letter",
 - Building & Safety "Notice of Violation",
 - Code Modification Approval Letter
- The first sheet of the plans must contain the following:***
 - Name, address, and phone number of owner, engineer, architect (or designer) as appropriate,
 - Address of proposed project with assessor's parcel number and land use zone,
 - A project vicinity map,
 - Project data to include size of lot, size of existing buildings, size of addition and/or remodel,
 - A complete description of the scope of work.
- A site plan that shows the following:
 - Verify if project is located within the Special Flood Hazard Area. Contact Floodplain Coordinator at 805-560-7512 or visit FEMA website <http://msc.fema.gov/portal>
 - Verify the location of abandoned oil well(s). Contact the Division of Oil, Gas, & Geothermal Resources to determine what steps need to be taken to mitigate the effects of this on your proposed project or to confirm that the oil well does not exist on this property. (805) 937-7246
 - All property lines, easements, existing lot drainage, and proposed lot drainage,
 - Existing structures with distances between and from property lines (include patio covers, decks, trellises, sheds, pools, etc.)

- Location of all proposed work, showing distances from property lines and other structures on the parcel,
- Height and location of all fences, walls, screens, and hedges over 42” tall,
- All driveways, paved areas, and required parking spaces,
- Fire hydrant location(s) for new construction,
- North arrow on site plan and vicinity map,
- Relative property elevations, finish floor elevations, and nearest upstream manhole elevation

(Installation of a backwater valve in the drainage piping will be required if the flood level rim of the lowest fixture is below the next upstream manhole cover)

- Foundation plan showing section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, and depth of footings. Soil engineer’s name, project number, and report recommendations must be reproduced on the foundation plans.
- Floor plan showing all walls, doors, windows, cabinets, counters, minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms and clearly distinguish between proposed and existing areas.
- Framing plan showing all structural elements including wall framing, floor and roof framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable).
- Cross section of building showing all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail & guardrail dimensions, and interior ceiling heights.
- Elevation drawings from each side of the building or addition. Show building height, roof pitch, exterior wall covering materials, exterior landings, and surrounding grade.
- Electrical, plumbing & mechanical plans are required for buildings containing three or more dwelling units.
- Cal Green Code Documentation
- Erosion Control Plan as required. See separate handout for specific requirements.
- Grading Plan (if applicable). Show existing contours, proposed contours, amount of cut and fill, topography in 5 ft. increments, etc.
- Landscape Plan.
- Any other work to be included as part of this project not previously mentioned.

PLEASE NOTE THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.