



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

Community
Development
630 Garden Street
805-564-5485

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

General requirements:

- Plans must be complete, accurate, and drawn to scale.
- Provide plans with numbered pages, a sheet index and a sheet count.
- Provide one PDF copy of soils report and one PDF copy of calculations (new construction or when applicable).
- Show compliance with State and City of Santa Barbara Energy Conservation requirements and reproduce required CF1R 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 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 California Geologic Energy Management Division (CalGEM) 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 or <https://maps.conservation.ca.gov/doggr/wellfinder/#close/-119.71921/34.40059/16>
 - 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.
- Plumbing sheets must include an isometric or schematic diagram with pipe size and type for gas, water, drain waste, and vent piping. Provide calculations for gas and water piping. Show size and location of roof drains and overflows. Show location of all plumbing fixtures. List make and model number for water closets and shower control valves.
- Mechanical sheets must show and describe all HVAC equipment. Include size and details of support for equipment and ducting. Show location for all existing and new supply & return air registers and all required smoke/fire dampers.
- Electrical sheets must contain a statement describing the scope of work specific to the project. The drawings must show a single line diagram of the new and existing service distribution equipment, grounding systems, panel circuit schedules, and total load calculations. Provide a floor plan that identifies the locations of main & sub-panels, outlets, switches, fixtures and all power apparatus. Show complete circuitry for all of the above mentioned items. Provide energy compliance documentation per State Title 24 regulations.
- If the Energy Compliance requires solar PV (generally required for all new residences), provide all specifications for the PV system and make them a part of the set of plans.
- 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.

The following page has specific information for the preparation of electronic plan submittals

It is strongly suggested that if any of the following information regarding PDFs is unclear, that you contact one of the local blueprint reprographics shops for assistance.

Please provide PDF Plans with the following formatting specifics:

- Sheet size of plans shall be 18” x 24” (C size) minimum and 36” x 48” (E size) maximum.
- The cover page must have at least a 12” x 12” blank space for City approval stamps.
- Save the file in either 1-bit (monochrome) or 8-bit (grayscale).
- Ensure all layers are flattened in the authoring program prior to export and submittal. A properly formatted and compressed raster PDF file should not exceed 2 megabytes (MB) per page.
- Plans must be at a resolution of 300 dpi.
- For large plan sets of 20 pages or more, provide separate PDF files grouped by trade. For example: Architectural.pdf, Structural.pdf, Electrical.pdf, Mechanical.pdf, Landscape.pdf, Geotechnical Report.pdf, Soils Report.pdf, Structural Calculations.pdf, Energy Forms.pdf, Correspondence.pdf, etc.
- PDF documents created from electronic sources are preferred. However, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution (300 dpi) which ensures the pages are legible when viewed on a computer screen and when printed.

File Naming Convention:

- Please name each file using the project address and/or the City BLD permit number if available (i.e.: BLD2020-00123).

Process for Submitting Electronically:

- Fill out a master application here:
<https://www.santabarbaraca.gov/civicaX/filebank/blobdload.aspx?BlobID=17488>
Save it as a PDF then place the master application, all plans and supporting documentation in PDF format on a thumb drive. Place the thumb drive in an envelope and drop it off at our 630 Garden Street Drop Off Center. Thumb drives will be returned to the applicant once all of the files are uploaded. (We hope to have an on-line upload service available the week of April 6 and the thumb drives will no longer be needed).

Questions regarding submittals may be directed via email to
CDbuildingcode@santabarbaraCA.gov