



City of Kingsburg

Building Department

Plan Submittal Checklist

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process could be delayed. Check the items that are included.

- A minimum of **2 IDENTICAL SETS OF PLANS AND CALCULATIONS** (to scale 1/4" = 1 foot) for residential building and **4 IDENTICAL SETS** (to scale 1/8" = 1 foot) for Commercial and Industrial buildings. One additional 11 X 17 copy of the site plan and floor plan must be included for the assessor.
- All plans must be assembled and stapled prior to submittal.
- Correct owner's name, project street number, direction, street, suffix: phone number must be on plans.
- COMPLETE SITE PLAN:** To scale, dimensioned, all on-site and off-site improvements, location of all existing and proposed fire hydrants, location of water and sewer service connections at the city mains and to each building indicate curb, gutter, sidewalk and approach.
- COMPLETE FLOOR PLAN:** To scale and dimensioned.
- ELEVATIONS:** A minimum of four (4) major elevations.
- COMPLETE FOUNDATION PLAN:** Drawn to scale and dimensioned. Indicate whether plans have a conventional frame or "truss" roof.
- ROOF PLAN:** Indicate pitch, direction of slope, location of hips, valleys, dormers, and equipment, layout plan, location and size headers, beams and girders. Indicate type of roof plan below.
 - CUT AND STACK/CONVENTION FRAME ROOF: sizes of all members (rafters, hips, valleys, ridges, and purlins.)
 - COMPLETE SET OF TRUSS CALCULATIONS: This will include layout, truss calculation sheets keyed to layout, size
- STRUCTURAL ANALYSIS OF NON-CONVENTIONAL BUILDINGS (If applicable):** Indicating load paths and shear transfer (UBC 2517).
- COMPLETE DETAIL PLAN SHEET:** Including irregular construction materials and methods.
- ELECTRICAL AND PLUMBING FLOOR PLAN:** (May be included in Floor Plan, if kept clear)
- MECHANICAL PLAN:** Indicating size and location of units and size of ducts and outlets.
- COMPLETE CCR ENERGY ANALYSIS (TITLE 24 FORMS):** Provide forms. CF-1R, MF-1R for residential and MECH, LTG, ENV, for Commercial plans

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