

CITY OF SAN LUIS OBISPO

PERMIT APPLICATION REQUIREMENTS

Submission of a Permit Application Package to the Building & Safety Division must include sufficient plan sheets and supporting documentation to allow a complete review and analysis by City staff during the initial plan check. **Incomplete submittals will not be accepted.** The following list is intended to provide the applicant with a general guideline of what may be required in a Permit Application Package. The applicant is encouraged to direct questions to the Building & Safety Division at **781-7180**.

- Plan Content (See reverse for more detail)** Applicable items must be drawn to scale, fully dimensioned, and packaged together as a plan set.

- Project Data
- Site Plan
- Grading Plan¹
- Foundation Plan
- Floor Plan(s)
- Structural Plans
- Building Elevations
- Electrical, Mechanical and Plumbing Plan(s)²
- Landscape Plan
- Fire Sprinkler Plan³

¹ Not required for alterations and remodels

² May be included on floor plans for residential projects & commercial alterations

³ Generally not required in alteration or remodel of existing buildings

- Supporting Documentation** (2 copies of each)

- Structural Calculations
- Energy Conservation Documentation
- Soils Investigation and Recommendations⁴
- Specifications
- Truss Details & Calculations

⁴ Generally not required for residential additions

- Number of Plan Sets (Copies only; applicant retains the original)**

<u>Type of Project</u>	<u>Plan Sets</u>
Residential Additions, Alterations & Remodels	3*
Retaining Walls, Garden Walls	3*
Private Residential Swimming Pools	3*
Single Family Residences & Duplexes	4*
Apartment Buildings	5
Commercial Alterations, Remodels, Tenant Improvements	4*
Commercial Additions	5
New Commercial Buildings	5
Public Swimming Pool	5

* Some projects of this type may require additional plan sets.

- Professional Signature**

Plans for projects required to be prepared by a licensed engineer or architect shall be signed by said designer prior to the initial submission of the application package to the City.

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PLAN CONTENT DETAIL

Plans submitted to the Building & Safety Division as part of a Permit Application Package must include applicable plan pages with the plan content detail shown below. Generally, a complete plan set for a new building will include all details listed; a residential remodel will require the least amount of plan detail. When work relating to a listed plan detail is anticipated, it should be included in the plan set. When in doubt, call the Building & Safety Division at 781-7180 and request clarification.

Project Data:

- Zoning
- Occupancy Classification
- Occupant Load
- Allowable Area Analysis
- Type of Construction
- Parking Calculations
- Number of Stories
- Energy Conservation Compliance Method
- Street Address
- Legal Description
- Owner's Name & Address

Site Plan:

- North Arrow
- Vicinity Map
- Frontage Improvements
- Utility Services
- Public water, sewer, storm drains
- Site Drainage Improvements
- Lot Dimensions
- Setback Dimensions
- Existing & Proposed Grades (City Datum)
- Contours or Spot Elevations (City Datum)
- Finished Floor Elevation (City Datum)
- Existing On-site Trees
- Parking Layout

Grading:

- Elevations
- Existing & Proposed Contours
- Grading Notes
- Soils Report Recommendations
- Erosion Control

Foundation Plan:

- Footing Size/Dimensions
- Footing Reinforcement
- Anchor Bolt Placement
- Slab Reinforcement
- Special Soil Concerns

Floor Plan(s):

- Room Dimensions
- Window Sizes/Locations
- Door Sizes/Locations

Structural Plan:

- Floor & Roof Framing
- Building Sections
- Shear Wall Requirements
- Diaphragm Requirements
- Details
- Typical Sections
- Floodproofing Details & Materials

Building Elevations:

- Site section (hillsides, creeks)
- Roof Slope
- Roof Covering material
- Wall Covering material
- Building Height

Electrical, Mechanical, and Plumbing Plan(s):

- Electric Service Size and Location
- Panel Schedules
- Single Line Diagram
- Outlets, Switches, Lights
- HVAC Equipment Location, Size, Model
- Commercial Kitchen Hood Details
- Pipe Sizes
- Grease Interceptors
- Water Heater Location, Size, Model

Landscape Plan:

- Retaining Walls
- Location and type of ground cover
- Planters
- Location, size, & specie of trees
- Irrigation

Fire Protection Plan:

- Location of Underground
- Fire Dept. Connection & PIV
- Fire Sprinkler Plan
- Fire Hydrants