



## Plan Review Submittal Checklist

City of Santee Building Division  
10601 Magnolia Ave, Santee, Ca 92071  
(619) 258-4100 Ext 154 or 155

### Plan Design Matrix

Type of Project	A	B	C	D	E	F	G	H	I	J	K	L	Notes	# of Plan Sets
New Single-Family Dwelling	X	X	X	X	X	X	X	X	X	X		X	1,3/4,5,6,8	4
Dwelling Addition	X	X	X	X	X	X	X	X	X	X			2,3/4,8	3
Dwelling Remodel	X	X	X	X	X	X	X		X	X			2,4	3
Residential Roof Mount Solar PV	X	X						X	X		X		7	2, 4 If Commercial
Ground Mount Solar	X	X	X		X		X	X			X		8	4
Pool/ Spa	X							X	X				2,4,6,7,8	3
Balcony, Deck, or Patio Cover	X	X	X	X	X	X	X		X				2,4,8	3
New Commercial Building	X	X	X	X	X	X	X	X	X	X	X	X	1,3,5,6,8	4
Tenant Improvement	X	X	X	X	X	X	X	X	X	X	X		2,4	4

**NOTES: 1.) Soils report required 2.) Soils report may be required 3.) Structural engineering required 4.) Structural engineering may be required 5.) Civil engineering required 6.) Site sections required 7.) Specialized engineering/ Specifications required 8.) Padre Dam approval required – Email site plan to [development@padre.org](mailto:development@padre.org)**

**All plan sheets to be signed by person(s) responsible for plan preparation.**

**All drawings must be to scale with legible writing.**

#### **A. SITE PLAN/ BMP PLAN SHEET**

##### **DRAWN TO ENGINEER SCALE ONLY**

- North arrow
- All property boundary lines and dimensions
- Building footprint of existing and proposed structures
- Shade and note areas of work
- Required setback lines
- Property to curb line and street centerline dimensions
- Driveway curb and centerline to street
- All utility meters/ Feed locations with meter sizing
- Drainage patterns around structure
- All fences and masonry wall locations with materials and heights noted
- Best management practice plan (BMP) erosion control measures

##### **NOTE ON COVER SHEET OF PLAN:**

- Property owner information
- Name and phone number of plan preparer
- Contractor Information if applicable
- Legal description and assessor parcel number (APN)
- Lot Zone and area
- Proposed lot Coverage
- Designation Zone
- Construction type and occupancy group
- Scope of work
- Existing building floor areas per level
- Remodeled, altered, and adding floor areas per level
- Required special inspections
- "All work to comply with 2022 CBC."

#### **B. FLOOR PLANS AND ROOF PLAN**

##### **DRAW TO ARCHITECT SCALE ONLY**

- North arrow
- Existing and proposed floor plan
- Wall legend showing walls to remain, new walls, and walls to be removed

##### **NOTE ON FLOOR PLAN:**

- Label use of all rooms, spaces, and areas
- Room square footages where ventilation is required
- Window, door, and skylight schedules (types and sizes)
- Sleeping room escape window or egress door locations
- Safety glazing locations
- Interior finishes, Fire resistant materials
- Riser heights tread depths or ramp slopes
- Crawlspace ventilation ratio calculations for roof plans
- Detail bubbles

#### **C. ELEVATIONS**

- All building elevations with windows, doors, skylights, and architectural features shown
- Building height dimensions
- Chimney and vent terminator heights and clearances
- Finish grade profiles within ten feet of structures

##### **NOTE ON ELEVATIONS:**

- Exterior wall finishes and weatherproofing materials
- Roofing and underlayment materials
- Third party approval listing numbers
- Finished grade slopes
- Proposed addition shall best match existing residence

#### **D. SECTIONS**

- Dimensions from grade to bottom of raised floor joists
- Dimensions from floors to ceilings and roof
- Insulation locations
- Sections through each stairway with dimensions
- Sections at deck and through deck into dwelling
- Sections through chimney and other shafts
- Guardrail and handrail types (Heights and profiles)

##### NOTE ON SECTION:

- Section labels or description
- Construction materials
- Insulation R values and type
- Dimensions and detail bubbles

#### **E. FOUNDATION PLAN**

- North arrow
- Foundation plan indicating all proposed and existing foundation locations, sizing and reinforcing
- Existing, altered, and added foundation dimensions
- Post bases, shear walls, hold down location dimensions
- Symbols indicated shear panel types and lengths

##### NOTE ON FOUNDATION PLAN:

- Construction materials
- Anchorage specifications, locations, and spacing
- Hold down and vertical strapping specifications and locations
- Construction detail bubbles

#### **F. ROOF FRAMING PLAN**

- North arrow
- Existing, altered, and added framing dimensions
- Framing member spans, directions, and spacing
- Girders, beams, and header locations
- Post bases, shear walls, hold down location dimensions
- Symbols indicated shear panel types and lengths
- Floor or roof opening locations and dimensions
- Floor and roof truss layout diagram/Calculations
- Special framing such as manufactured brace panels

##### NOTE ON FRAMING PLAN:

- Construction materials
- All girders, beams, headers, joists, rafters, and post sizes
- Floor and roof designators
- Shear wall specification schedule with sheathing
- Vertical and horizontal strapping locations and specifications
- California building code nailing schedule

#### **G. DETAILS - IF NOT SHOWN ELSEWHERE**

- Provide details relating to the project not otherwise shown. For example, show in detail the connection point between a patio cover and the main house. In addition, include manufacture specification for any specialized equipment. For example, if the project is a

car repair business, provide the manufacturer's specifications for any car lifts proposed.

#### **H. ELECTRICAL AND MECHANICAL PLAN**

- Locations and types of all main and sub electrical panels
- Lighting fixtures with energy efficiency standards
- Outlets and dedicated outlets (GFCI and AFCI receptacles)
- Locations of all smoke and carbon monoxide detectors
- HVAC, A/C, and FAU locations
- Clothes washer/ dryer vent locations
- Exhaust fan locations
- Methods for screening mechanical equipment

##### NOTE ON PLAN:

- Grounding and bonding specifications
- Interconnection of new/altered smoke and carbon monoxide detectors
- FAU (BTUs) and A/C (Tons) sizing
- Exhaust termination locations and backdraft damping

#### **I. PLUMBING AND GAS LINE PLAN**

- Gas lines, gas outlets, water supply lines, drain, waste, and vent line locations
- Gas line isometric
- Water Heater location

##### NOTE ON PLAN:

- Plumbing fixture water conservation requirements
- Gas isometric with gas line sizing calculations
- Show developed gas line lengths for horizontal runs and vertical rises, BTU rating and CFH demands for each gas-fired fixture
- Water heater type and sizing with vent routing
- Water heater and platform strapping
- Pressure & Temperature (P&T) relief valve and piping locations

#### **J. GENERAL BUILDING NOTES TO BE INCLUDED IN PLANS**

- Minimum construction specifications
- Signed and completed Energy Efficiency Standard forms/ Title 24

#### **K. ADDITIONAL INFORMATION (MAY APPLY)**

- Emergency lighting plans with exit signage locations
- Commercial kitchen plans/ Type I hood diagrams
- Manufactures specifications/ Installation Instructions
- Electrical single line diagram, panel diagrams, and electrical load calculations

#### **L. LANDSCAPE PLAN**

- Plant material
- Water features
- Soil preparation and mulch
- Hardscape
- See Santee Water Efficient Landscape Ordinance for additional information