

City of Big Bear Lake



BUILDING AND SAFETY DIVISION RESIDENTIAL REQUIREMENTS FOR PLAN CHECK SUBMISSION

All plans submitted for plan check must meet the minimum requirements listed below. Defaced, faded, illegible, or incomplete plans will not be accepted or reviewed. The following information is intended to provide **GENERAL GUIDELINES ONLY!** All plan check fees must be paid at the time the plans are submitted for review.

To submit for plan check, you will need two (2) complete sets of plans including all calculations, reports, or other data, and (1) set consisting of a plot plan and floor plan. If slopes in excess of 30% within 5' of improvements, need to submit (1) additional site plan with detailing erosion control measures. Plans shall be drawn to scale upon substantial paper or cloth of standard plan size (Minimum 18" x 24") and standard weight, and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and show in detail that it will conform to the provisions of all applicable and relevant codes, laws, ordinances, rules, and regulations. The plans will be reviewed by the Planning Division to ensure they are in compliance with residential development standards as in building height, set back requirements, tree removal, lot coverage, parking, etc. A complete set of plans and calculations consists of at least the following information:

1. Provide water availability application from the Department of Water and Power.
2. Deed to be submitted with plans for owner verification and easement location.
3. Submit a survey, Corner Record, or an engineer's lot certification (new subdivisions have a two year exception, provided that all lot corner monuments remain in existence and are easily verifiable through a field inspection).
4. A soils report or a request for a waiver letter.
5. A Water Quality Management Plan with a site plan attached.
6. A Vicinity Map
7. PLOT PLAN (to scale, fully dimensioned, with a north arrow):
 - Identify all property lines and provide property line dimensions
 - Identify the location of the all existing structures and structures on adjoining property within 10' of property lines
 - Identify the location and type of all existing private and public improvements to the centerline of the street fronting the subject property

- Identify the centerline of the street and edge of pavement
- Identify the location, height, and setbacks for all proposed new structures, retaining walls, fencing, slopes, and drainage devices
- Identify the maximum gradient of the driveway
- Identify the gradient of the parcel by the use of gradient contour lines and extend them 10' beyond property lines.
- Identify the location, width, and depth of the paved driveway/parking area(s)
- Identify the job address
- Identify the Assessor's Parcel Number
- Identify the legal description
- Identify any existing or proposed easements. Specify instrument recordation number for existing easements
- Clearly delineate construction envelope (i.e. identify lot areas that are to be fenced off to prevent any form of construction activity from encroaching into these areas in order to prevent damage to tree root zones and to prevent unnecessary soil erosion)
- Identify the owners name, mailing address, and telephone number
- Identify the architect or engineer's name, address, and telephone number
- Identify the square footage of the lot/parcel
- Identify the square footage of the building footprint(s)
- Identify the total lot coverage percentage (i.e. combined square footages of the footprints of dwelling, decks, garages, carports, storage buildings, or accessory structures divided by the total lot/parcel area)
- Identify the use(s) of all existing and proposed structures
- Identify the finish floor elevation(s) for all existing and proposed structures
- Identify finish grade elevations at the four corners of the proposed structures
- Identify the size, type, and location of all trees 6" diameter or larger as measured at breast height (clearly delineate which of these trees are to remain and which of these trees are proposed to be removed). Include trees on adjoining property within 10' of property lines.
- Identify the proposed location, type, and size of all proposed replacement trees
- Provide a table identifying the total number of trees (6" diameter or larger measured at breast height) that are on the parcel, the total number of these trees that are to remain, the total number of these trees that are to be removed, and the total number of trees that are to be planted.
- Provide verification of compliance with the Best Management Practices (BMP) for erosion and sediment control measures per Title 14, chapter 14.04 of the City of Big Bear Lake Municipal Code, and as listed in the California Stormwater Best Management Practices Handbook, or the current San Bernardino County Stormwater Program's "Report of Wastewater Discharge". All temporary construction BMP's and permanent site BMP's shall be clearly detailed on the precise grading/site plans.

8. A grading plan is required if the proposed construction creates any one of the conditions listed as follows:

- An excavation of greater than 2' in depth; or,
- A cut slope from 2' to 5' in height with a slope steeper than 1½ horizontal to 1 vertical; or,
- An excavation that creates a cut slope greater than 5' in height; or,
- A fill 1' or more in depth; or,

- A fill less than 1' in depth that is placed on natural terrain steeper than 5 horizontal to 1 vertical; or,
- A 3' fill on terrain less than 5 horizontal to 1 vertical, that exceeds 50 cubic yards; or,
- Any fill that obstructs a drainage course or is intended to support a structure.
- Any property that is subject to the City of Big Bear Lake's Slope Density Ordinance

9. FLOOR PLAN(S):

- Provide a double-lined plan view, to scale, fully dimensioned, indicating the use and size of all rooms and areas on for each floor of the proposed structure (garages shall provide a minimum interior clear floor area of not less than 10'X20' for a single car garage and 20'X20' for a two car garage)
- Identify the proposed square footage of each specific use on each floor plan (i.e. livable square footage, garage square footage, covered deck square footage, uncovered deck square footage, etc.)
- Identify size, type, and location of all openable exterior glazed openings in each habitable room (these openings shall have an area of not less than 1/10th of the floor area of such room for natural light and ventilation purposes)
- Identify the size, type, and location of all exterior and interior doors, skylights, or cased openings
- Identify the location of all electrical switches, lights, outlets, and location and size of main electrical service and electrical sub-panel if applicable
- Identify type and location of all plumbing fixtures to be installed
- Identify the location, make, model number, and size of the proposed heating unit(s), AC compressor(s), and water heater(s)
- Provide a count of all plumbing and mechanical fixtures.
- Indicate all mandatory features and devices on the floor plans as required by Title 24. (See item 13 below).

10. EXTERIOR ELEVATIONS:

- To scale, consisting of front, rear, left, and right side views
- Identify the proposed exterior finish materials
- Exterior appearance of doors, door trim, windows, window trim, and roof eave trim
- Finished floor elevation
- Finish grade elevation in relation to each finish floor elevation at each end of the building elevation
- Roof pitch and roof material
- Direction that each elevation faces--north, south, east, west

11. ROOF PLAN:

- To scale, identifying the roofing material and roof pitch
- Identify the type of roof framing (i.e. truss, open beam, or conventional)
- Identify type and thickness of roof sheathing
- Identify location and size of hip, valley, and ridge members
- Identify that all roofing material shall be installed per the manufacturer's installation specifications for severe climate areas
- If tile roofing is to be utilized, indicate the manufacturer, style, and the I.C.B.O. approval number.

12. FOUNDATION PLAN:

- To scale, fully dimensional, indicating the location and sizes of all pier and continuous footings
- Provide complete detailing indicating size, width, reinforcement size and location, and depth of footings and grade beams; concrete slab thickness; type, size, and spacing of anchor bolts, hold-downs, column bases; etc. If the building has a raised floor, indicate the size and spacing of floor joists and girders, under-floor access, and ventilation

13. FRAMING CROSS SECTION(S) AND DETAILING:

- Identify the type, size, lumber species and grade, and spacing of all studs; rafters; hip members; valley members; joists; headers; beams; girders; top and bottom plates; etc.
- Identify all cross-bracing and shear walls
- Identify all footing sizes; anchor bolt sizing and spacing
- Identify the type and R-value of wall, floor, and ceiling insulation
- Identify the type of interior and exterior wall finishes
- Identify roof pitch; type of roofing material
- Identify the type and thickness of roof and floor sheathing and corresponding nailing schedule
- **Sufficient detailing** shall be provided on the plans to clearly explain all structural connections and to indicate exactly how the structure will be interconnected throughout to transmit all lateral and vertical loads from the roof to the foundation system

14. ENGINEERING (STRUCTURAL) CALCULATIONS:

- Submit two (2) complete sets of structural calculations with the structural engineer's wet stamp and signature on the cover sheet of both sets of structural calculations
- Submit two (2) sets of truss calculations (if applicable) with the truss engineer's original wet stamp and signature on both sets of calculations and the building plan design engineer's shop drawing wet stamp and signature on both sets of calculations
- The plans structural calculations and truss calculations must correlate with each other

15. T-24 ENERGY COMPLIANCE INFORMATION:

- Identify the location of all heating and cooling equipment
- Identify the manufacturer, model number, and efficiency rating for all heating and cooling equipment
- All heating and cooling equipment, windows, doors, and insulating and vapor barrier materials newly installed in conjunction with the building shall comply with the mandatory features required by Title 24

16. Any new construction or rehabilitation in the Village Specific Plan will require undergrounding of all utilities.

NOTE: The above information is intended to help explain what the MINIMUM REQUIREMENTS are for submission for plan checks. Each project will be review on its own merits and may have special or individual requirements.