

City of Big Bear Lake



BUILDING AND SAFETY DIVISION PLAN CHECK SUBMITTAL REQUIREMENTS FOR ADDITIONS

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. Plans shall be drawn to scale upon substantial paper or cloth of standard plan size (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 insure 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. Deed to be submitted with plans for owner verification and easement location.
2. Submit a survey, Corner Record or an engineers 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).
3. **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
 - 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
 - Identify topography including drainage.
 - 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).
 - 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.
 - Location of existing utility meter and/or connection points (i.e. gas, electric, telephone, water and sewer)
 - Location of proposed underground utility runs (must be shown in order to verify that these trenches will not encroach into the critical root zones of existing trees of 6" in diameter or greater that are to remain)
4. A grading plan is required if the proposed construction creates any one of the conditions listed as follows:
- An excavation of greater than 2 feet in depth; or,
 - A cut slope from two feet to five feet in height with a slope steeper than one and one-half horizontal to one vertical; or,
 - An excavation that creates a cut slope greater than 5 feet in height; or,
 - A fill one foot or more in depth; or,
 - A fill less than one foot in depth that is placed on natural terrain steeper than five horizontal to one vertical; or,
 - A three-foot fill on terrain less than five horizontal to one vertical, that exceeds fifty 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

5. FLOOR PLAN(S):

- Provide a double lined plan view, to scale fully dimensioned, indicating both the existing and proposed layouts
- Indicate the existing and proposed square footage, and identify the existing and proposed use of all rooms or areas
- Provide openable exterior glazed openings in each habitable room, with an area not less than one tenth of the floor area of such room for natural light and ventilation
- Indicate the size and type of all openings (windows, doors, cased openings, skylights, etc.); which existing openings are to remain, to be removed, to be relocated,; and which openings are new
- Indicate all electrical switches, lights, outlets, and location and size of main service
- Indicate all existing plumbing fixtures to remain; to be relocate; to be removed; and all new fixtures to be installed
- Indicate the location, make, model number and size of the furnace unit, AC unit, and water heater
- Indicate all mandatory features and devices on the floor plans as required by Title 24. (See item 12 below)

6. EXTERIOR ELEVATIONS (to scale, consisting of front/rear/left and side views):

- Indicate the existing and proposed exterior finishes, color, and material; lateral bracing; doors; windows; finished floor line; roof pitch; and the direction that each elevation faces – north, south, etc.

7. ROOF PLAN:

- To scale, identifying the roofing material, roof material color 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, color, and the I.C.B.O. approval number.
- Provide both existing and proposed conditions

8. FOUNDATION PLAN:

- To scale, fully dimensional, indicating the location of all footings and their size
- Provide complete detailing indicating size, width, and depth of footings
- Provide how existing and new footings will be tied together
- Provide slab thickness
- Provide 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
- Provide both existing and proposed conditions

9. FRAMING PLAN(S):

- Provide floor, ceiling , and roof framing plans
- Indicate the size, spacing direction, connections, type, material, grade, etc. of each joist, rafter, beam, girder, purlin, header, or other framing member
- Indicate the location and construction of all bracing and shear walls, columns, posts, etc.
- Provide both existing and proposed conditions

10. 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
- Clearly indicate what is existing and what is new

11. 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.

12. 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.

13. PROVIDE THE FOLLOWING MINIMUM INSULATION:

- Walls R19

- Ceilings R38
 - Raised Floor R19
 - Slab Floor Perimeter R7
 - Indicate the general lighting in kitchens and bathrooms shall have a minimum efficacy of 25 lumen per watt
14. Any new construction or rehabilitation in the Village Specific Plan will require under-grounding.

Please remember, the above information is intended to help explain what the MINIMUMREQUIREMENTS for submittal for plan check are. Each project will be reviewed on its own merits and may have special or individual requirements.