



# Building and Safety Division • Public Information

County of Ventura • Resource Management Agency • [http://www.ventura.org/rma/build\\_safe](http://www.ventura.org/rma/build_safe)  
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## REQUIREMENTS FOR CONSTRUCTION PLAN FOR RESIDENTIAL

- A. The construction plans shall be drawn on (18" x 24" or 24" x 36") tracing paper. **Print these tracings to form a set of plans.**
- B. At least one (1) complete set of PRINTED CONSTRUCTION PLANS (for a new S.F.R.) or three (3) sets for less complex projects, should be provided with each application for a building permit, accompanied by a zone clearance approved by the Planning Department. The plans should not contain any pencil or pen marks other than those placed on them by the plan checker.
- C. National or "mail order" type plans that do not contain all the information mentioned in this outline or does not conform to the local building regulations or does not accurately represent the proposed structure shall not be considered acceptable for use in construction. In such cases, a conforming set of plans should be prepared. *All plans shall be legible.*
- D. One separate set containing only the site plan, elevations and floor plans only which contain the Planning Division stamp of approval.

### DESIGN REQUIREMENTS:

- A. A registered Civil or Structural Engineer or Architect is required to prepare the drawings for unconventional, complicated, or truss type structures or engineered structures.
- B. A soils report is required (2 sets) unless a waiver certification is completed and accepted.

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EACH SET OF PLANS SHOULD CONTAIN AT LEAST THE FOLLOWING INFORMATION IN A CLEAR, SELF-EXPLANATORY AND BUSINESS LIKE MANNER. IT MAY BE NECESSARY TO OBTAIN THE SERVICES OF A PROFESSIONAL TO ASSIST YOU IN PREPARING A SET OF PLANS AS DESCRIBED.

1. **SITE PLAN: (Preferred scale: 1" = 10' for an average size lot, or 1" = 40' for larger lots.) Include the following:**
  - (a) Assessor's parcel number \_\_\_\_-0\_\_\_\_-\_\_\_\_.
  - (b) Owner's name and project address.
  - (c) Preparer's name, address and phone number.
  - (d) The size and position of all structures and intended use of proposed and existing structures on the lot.
  - (e) The location of an existing or proposed sewer system drawn accurately to scale.
  - (f) The set back distances from front, side and rear property lines.
  - (g) The names of any streets adjacent to the property.
  - (h) Point of connection to water, sewer, and gas/electricity.
  - (i) Reflect the topography (existing and proposed grades) of the lot and the extent of grading to be done, i.e., a grading permit number or a statement of "No Grading," signed by the owner or the plan preparer.
  - (j) Indicate drainage at minimum 2% slope away from the foundation.
  - (k) The location of any retaining walls existing or proposed on the site.
  - (l) Location and description of all recorded easements on the site, if any.
2. **FLOOR PLAN: (Preferred scale: 1/4" = 1'.) Include the following:**
  - (a) A completely dimensioned foundation plan for the building.
  - (b) A clarification of the use of **all** rooms in the building.
  - (c) Door and window sizes, location and types.
  - (d) All porches, balconies, breezeways, carports, garages, etc.
  - (e) Complete information on the heating and/or air conditioning system(s), location and size.
  - (f) Location of all smoke detectors.
3. **FOUNDATION PLAN: (Preferred scale: 1/4" = 1')**
  - A. **RAISED FLOOR shall include:**
    - (1) A completely dimensioned foundation plan for the building.
    - (2) The sizes, locations and spacing of all piers and girders proposed.
    - (3) The sizes, spacing and direction of run of all joists proposed.
    - (4) The location and size of crawl holes and screened vents.
    - (5) Any special construction required by the structure or by any site condition.
    - (6) The size and location of all isolated pad footings.
    - (7) Floor sheathing materials and nailing schedule.
    - (8) Size and spacing of anchor bolts, and location of holdowns.
    - (9) Compliance with all the recommendations made by the SOILS ENGINEER.
    - (10) Expansive soil requirements per VENTURA COUNTY BUILDING CODE.
  - B. **SLAB ON GRADE shall include:**
    - (1) A complete dimensioned foundation for the building plans footing and slab.
    - (2) The extent and location of all slabs and foundations for patios, breezeways, garages, etc.
    - (3) Size and location of all special footings, grade beams, retaining walls, slab block outs, etc., required by the structure.
    - (4) Size and spacing of anchor bolts, and location of holdowns.
    - (5) Compliance with all the recommendations made by the SOILS ENGINEER.
    - (6) Expansive soil requirements per VENTURA COUNTY BUILDING CODE.

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4. **ELEVATIONS:** (Preferred scale: ¼" = 1')
- (a) Four elevations of the exterior of the building.
  - (b) Exterior wall finishes.
  - (c) Type of roofing and the pitch of the roof.
  - (d) The location and extent of all shear walls.
  - (e) A complete set of dimensions in the vertical direction to clarify the height proposed.
  - (f) The elevations should show the true site conditions.
  - (g) Location of all openings (windows, doors, etc.) in the perimeter walls.
  - (h) Special framing (balloon framing, continuous headers, shear walls, etc.)
5. **FRAMING PLAN AND SECTIONS:** (Preferred scale ¼" = 1')
- A. **ROOF/FLOOR FRAMING PLANS**  
 Show rafter/floor joist size, spacing and extent, post and beams, drag struts, connection detail reference, or model number of connectors, shear walls and their length, etc., on the plan.
- B. **CROSS SECTIONS**  
 Structural cross-sections of the entire building showing the typical construction to be used. In most buildings a transverse and longitudinal cross-sectional will be required. Cross reference shear transfer and connection details on the cross sections.
6. **CONSTRUCTION DETAILS:**
- (a) Stairways.
  - (b) Balconies.
  - (c) Framing elevations of the various shear walls including tie-down details, plywood thicknesses and nailing, shear transferring connections and wall plate bolting.
  - (d) Post and beam connections.
  - (e) Guard rails (connections, materials, spacing, height, etc.)
  - (f) Footings (for all footings shown in Section 3).
  - (g) Fireplace.
  - (h) A-frame connections.
  - (i) Retaining walls.
  - (j) Detail sheets containing typical construction details will not be accepted when they contain details and information that do not apply to this project.
7. **ENERGY REQUIREMENTS:**
- (a) Form CF-R, pgs. 1 thru 5 and others (*if applicable*) shall be completely and legibly filled out including the required signatures and **shall be reproduced on the plans** as a page or part of a page of the plans. (They may be reduced down in size so long as they are legible.)
  - (b) Form MF-R, pgs. 1 & 2 shall also be completed (check off items which apply to your project under the designer column) and **reproduced on the plans.**
  - (c) Include the correct climate zone.
  - (d) Under compliance method include method used to meet requirements such as: Package designation, computer method, etc.
  - (e) Show north arrow and all orientations used in the input.
  - (f) The square footage of conditioned space on the energy forms should agree with the square footage shown on the plans.
8. **PLUMBING: A separate plumbing isometric plan is required for:**
- (a) A residence of habitable floor area of 3,000 or more square feet.
  - (b) If the structure is three (3) or more stories in height.
  - (c) When drainage piping is located below the next upstream manhole (hillsides).
  - (d) Plans shall be prepared by and bear the impressed seal and wet signature of a State of California Registered ARCHITECT or PLUMBING & MECHANICAL ENGINEER or bear the name, address and wet signature of the LICENSED PLUMBING CONTRACTOR who is doing the work on the project, prior to permit issuance.
9. **MECHANICAL: Separate mechanical plans are required for:**
- (a) A residence of habitable floor area of 3,000 or more square feet.
  - (b) The structure is three (3) or more stories in height.
  - (c) Mechanical plans must be prepared by and bear the impressed seal and wet signature of a State of California Registered ARCHITECT or MECHANICAL ENGINEER or bear the name, address and wet signature of the LICENSED HEATING & AIR CONDITIONING CONTRACTOR who is doing the work on the project, prior to permit issuance.
10. **ELECTRICAL: A separate electrical plan is required for:**
- (a) Any residence, R-3 with U Occupancy of 10,000 square feet or more in floor area, and/or more than a 400 amp electrical panel.
  - (b) Plans shall be prepared by and bear the impressed seal and wet signature of a State of California Registered ELECTRICAL ENGINEER or ARCHITECT or bear the name, address and wet signature of the LICENSED ELECTRICAL CONTRACTOR who is doing the work on the project, prior to permit issuance.