



Residential Paper Plan Submittal Checklist per AB 2234 and GC 65913.3

Per California Government Code (GC) section 65913.3(a)(1), the county is to provide one or more lists specifying in detail the information required from an applicant to apply for a building permit. Below is a list of plan submittal requirements specific to residential occupancies.

Paper Plan Submittal (for In-Person Applications)

Three sets of plans containing the following information will be required for all Single-Family Residences, Accessory Dwelling Units, and Junior Accessory Dwelling Units:

- **Complete Site/Plot Plan:**
 - Entire parcel to be shown. Indicate dimensions, location of proposed work, easements, setbacks (distance to property lines and structures), along with all existing structures that exist on the parcel. Also indicate driveway location and width, well and septic locations (existing and proposed), and an arrow indicating North.
- **Foundation Plan:**
 - Indicate dimensions, size, spacing, extent, and location of all foundations, piers, and retaining walls. Also indicate slab floors, including reinforcing and vapor barrier.
- **Raised Floor Framing (if applicable):**
 - Indicate all floor framing such as girders and joists. Indicate size and spacing of all lumber.
- **Floor Plan:**
 - Provide a bird's eye view of the entire structure. Indicate the arrangement of all rooms, walls, windows, doors and other structural elements. Please make sure all rooms are scaled to their proposed dimensions and labeled with their use. Lighting, electrical outlets, plumbing and mechanical systems may be provided on the floor plan or included in separate sheets specific to plumbing, mechanical, and electrical.

- **Structural Framing Plan:**
 - Same layout as floor plan indicating all structural elements such as braced wall panels/shear panels, posts, headers, and wall sheathing nailing schedules.
- **Structural Roof Framing:**
 - Indicate all roof framing members such as trusses or conventionally framed elements including ceiling joists, rafters, rafter ties, ridge beams, and roof sheathing nailing schedules.
- **Elevations:**
 - Elevational drawings are detailed representations of what each side of the house will look like.
 - Please include the front, sides, and back of the structure. Floor, ceiling, eave and roof heights shall be indicated from grade/ground level. Exterior covering such as stucco or siding shall be indicated. All windows, doors, landings, steps, or stairways shall be illustrated.
- **Details:**
 - Building sections indicating all structural foundation information such as size of reinforcement and anchor bolt spacing. All framing and connections from foundation to wall as well as from roof to wall. Other items to include are insulation levels of floors, walls and roof. Also include stairs, decks, handrails and guardrails if part of the project
- **Energy Code Plan Sheet.**
- **Photovoltaic (Solar) if required.**
- **Fire Sprinklers if required** (May be deferred. Contact Fire Prevention Office)

Two sets of the following supporting documents containing the indicated information will be required for all Single-Family Residences, Accessory Dwelling Units, and Junior Accessory Dwelling Units.

- **Structural Calculations (If applicable):** Stamped and signed by a registered design professional.
- **Truss Calculations (If applicable):** Stamped and signed by a registered design professional.
- **Energy Calculations:** Signed by the Energy Consultant.

Plan Requirements

- All plans to be drawn to a minimum of ¼” scale on 11”X17” or larger sheets of paper.
- Please use plain unlined sheets only.
 - Sheets containing scaled grids are not acceptable.

Application

- <https://www.stancounty.com/planning/forms/building-permit-app.pdf>

Online Applications Submittals and In-person Flash Drive Submittals

To Apply online.

- Upload one complete set of the plans listed above for a “Paper Plan Submittal”.
- All plan sheets shall be combined into one PDF document.
- Upload each of the supporting documents separately.
- Each sheet and page are required to contain a bookmark. If a PDF is received without bookmarked pages the submittal will not be accepted.

You can submit your application here: <https://aca-prod.accela.com/STANCO/Default.aspx>

Plans must be presented with sufficient clarity and detail to clearly convey the nature and extent of the proposed works and to demonstrate detailed compliance with all applicable building codes, laws, ordinances, rules, and regulations. Failure to provide a complete set of plans upon submittal may delay the review process.