



This worksheet is only a guideline for achieving compliance with the building standards. It is not a comprehensive list of requirements for all construction projects. Upon review of the plans, additional information may be required to demonstrate code compliance. In order for a complete and expeditious review to be performed, all of the items listed below must be included with the original plan review submittal.

PLANS – The total number of sets to be submitted varies depending on the type of project. See page 2 of this handout to determine the total number of plan sets required at time of submittal.

Generally, plans must include Architectural, Structural, Mechanical, Plumbing, and Electrical drawings. These plans are to be stamped and wet signed by the design professional(s) responsible for the project. Some minor types of projects may not require the involvement of an architect or engineer in the design. If in doubt, check with Building and Safety Department.

The following drawings are to be included as a part of the plans:

➤ Plot Plan	➤ Roof Plan	➤ Floor Plan	➤ Elevations
➤ Cross-Sections	➤ Framing Plan	➤ Foundation Plan	➤ Foundation Details
➤ Structural Details	➤ Electrical Plan	➤ Mechanical Plan	➤ Plumbing Plan
➤ Proposed Green Building Schedule			

On resubmittals, be sure to include the redlined plans and calculations from the previous review along with the correction list and responses by the respective professionals.

STRUCTURAL CALCULATIONS (2 sets)

If the plans have been reviewed or designed by an architect or engineer, then the supporting calculations must be provided and stamped and wet signed by the architect or engineer of record.

ENERGY CONSERVATION CALCULATIONS AND COMPLIANCE FORMS -TITLE 24 (2 sets)

Energy conservation calculations are generally required for new buildings as well as additions or alterations of lighting, windows or HVAC systems.



SOILS REPORT (one (1) copy)

The following projects require a soils and/or geology report at permit application:

1. Ground level additions over 400 SF or 12 ft in height.
2. Second floor level additions when the existing building is a one-story structure or the addition is not within the footprint of the existing foundation system.
3. Alternate slope setbacks.
4. Foundation system not using or conforming to:
 - a. Maximum 1500 psf soil bearing pressure
 - b. Concrete $f'c = 4500$ psi, $w/c = 0.45$ max, Type V cement (high sulfate conditions)
 - c. 24" deep with 2-4# T&B at perimeter footings (expansive soils)
5. Pile (caisson) or pre-stressed slab foundation system.
6. When deemed necessary by the Building Official for projects with unusual soils, geologic, or topographic conditions.

TRUSS CALCULATIONS AND TRUSS LAYOUT SHEETS (two (2) sets)

If trusses are to be used, then the Truss Calculations and layout sheets must be stamped and wet signed by the truss engineer and stamped as reviewed by the engineer of record for the project.

ENVIRONMENTAL MITIGATION PLANS CHECKLIST (one (1) checklist)

This checklist is a preliminary assessment of the project's impact on storm waters, prevention plans to mitigate urban runoff and prevent pollution discharge during and after construction. This checklist partially fulfills provisions of Calabasas Municipal Code Chapters 17.52 and 17.54.

PROPOSED GREEN BUILDING SCHEDULE (one (1) set copied onto both sets of plans)

The purpose of the Green Building Standards Code is to encourage building design and construction methods that conserve resources (i.e., water and power) and improve indoor environmental quality for occupants. Indicate/list **ONLY** the applicable items (including the code section & section name, action to be performed, and the associated point) proposed to meet the 2010 California Green Building Standard Code with City amendments. [Click here for more information.](#)



**NUMBER OF SETS OF
PLANS REQUIRED FOR PLAN CHECK**

- **Assemble plans into sets as indicated below**
- **Include Assessor Parcel Number, residence name and address, and a well-defined description of work on plans**
- **Deliver all sets to the Building & Safety Division**
- **Note: a “Full Set” of plans includes a Site Plan showing all setbacks; in addition, a 8-1/2 x 11” site plan should be included**

Type of Project	Tenant Improvement	Single Family and Duplex	Multi-Family (3 or more units)	Residential Subdivision	Office/ Commercial/ Industrial	Pools/ Spas
Number of Sets of Plans Required	2 Full Sets	2 Full Sets	2 Full Sets	2 Full Sets	2 Full Sets	2 Full Sets & 2 Drainage Plans