

MONTEREY COUNTY

HOUSING AND COMMUNITY DEVELOPMENT

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SINGLE-FAMILY DWELLING BUILDING PERMIT SUBMITTAL REQUIREMENTS

GENERAL REQUIREMENTS FOR ALL PERMIT SUBMITTALS FOR SINGLE FAMILY DWELLINGS

- PLANS ARE REQUIRED TO BE LEGIBLE AND BE SUBMITTED AS EITHER BLUE PRINT PROCESS OR PHOTOCOPY.
- PLANS ARE REQUIRED TO BE WET SIGNED AND DATED IN INK BY THE PREPARER ON EACH SHEET PRIOR TO ISSUANCE.
- PLANS SUBMITTALS ARE REQUIRED TO INCLUDE THE SITE ADDRESS (JOB ADDRESS) ON THE FIRST SHEET OF THE PLANS.
- PLANS ARE REQUIRED TO BE DRAWN TO AN APPROPRIATE SCALE AND SIZE.
- PLANS THAT REQUIRE CALCULATIONS AND OR SPECIFICATIONS ARE REQUIRED TO BE WET STAMPED AND SIGNED BY A LICENSED PREPARER.

1. COMPLETE SITE PLANS (10 COPIES)

- A total of ten (10) copies of a complete site plan are required for which six (6) shall be attached to the building/construction plans and four (4) sets shall remain separate. *See Complete Site Building Plans handout.*

2. COMPLETE SETS OF CONSTRUCTION/BUILDING PLANS (6 COPIES)

- Six (6) copies of complete construction drawings and details are required for a project submittal of this type. The submittal will be forwarded, by the County, to all of the agencies necessary to review your project. *See Complete Set of Building Plans Handout.*

3. STRUCTURAL CALCULATIONS (2 SETS)

- Structural calculations and specifications are typically necessary for a submittal of this type. The submittals must be prepared by an authorized person, typically a licensed engineer or architect.

4. TITLE 24 ENERGY CALCULATIONS (2 SETS) (CALIFORNIA TITLE 24, PART 6 – CALIFORNIA ENERGY CODE)

- Two (2) complete sets of energy calculations and forms are required for a project submittal of this type.

5. TRUSS CALCULATIONS (2 SETS)

- Two (2) complete sets of truss plans and calculations are required to be submitted for a project submittal of this type. Truss calculations may be submitted as a deferred submittal but before the erection of the trusses. Truss plans to be wet signed by structural engineer of record.

6. GEOTECHNICAL REPORT (2 SETS)

- Geotechnical Report are required.

7. SOILS ENGINEER REVIEW LETTER (2)

THIS DOCUMENT IS INTENDED ONLY AS A GUIDE. SPECIFIC REQUIREMENTS OR DOCUMENTS MAY DIFFER BASED UPON YOUR SPECIFIC APPLICATION AND THE BUILDING CODE.

It is unlawful to alter the substance of any official form or document of Monterey County.