



PLAN SUBMITTAL CHECKLIST

Complete this checklist and include it with your submittal package. Not every item is required with each permit. Please do not hesitate to contact us regarding what may be required for your project.

Before you submit plans to the Building Department, check off and include each form that applies to your permit

- [Initial Total Project Cost Evaluation](#): Required for all substantial building, remodel and new construction permits. This form must reflect the total fair market cost of labor and materials for this project.
- [Special Inspections Sheet](#): Required to be checked off and included in your plan set if any Special Inspections or Structural Observations are needed.
- [Green Building](#): Provide the Town's CalGreen Checklist on a sheet within your plan set. The size, scope and occupancy of your project will affect which checklist is required. This must be completed by a qualified green building professional. Link to checklists: <https://www.townofsananselmo.org/1228/Green-Building-Resources>.
- [Floodplain Development](#): Is your project located in the AE Flood Zone? And is the cumulative work on your structure, over a 5-year period, 50% or more of the valuation of the structure? You are required to provide an Elevation Certificate and to meet FEMA's requirements. You will need to complete the Town's checklist and apply for a separate permit through Etrakit.
- [Grading](#): If you are grading (moving) over 25 cubic yards, a grading permit is required, and you must complete the Erosion and Sediment Control package and submit it with the permit application. If you are grading (moving) over 100 cubic yards, you must apply to the Planning Commission.
- [Watercourse Permit](#): If you are building within fifteen feet of the creek, you will need to apply for a watercourse permit.
- [Ross Valley School Fees](#): Required if your project increase square footage. Form is filed with the RV School District.
- [Marin Municipal Water District landscape form](#): Water Efficient Landscape Certification Form (required for all major landscape work)
- [Construction and Demolition form](#): Required for all permits involving disposal of construction or demolition materials. Receipts shall be provided to the inspector prior to the final inspection.

Is the following information included in your permit submittal package?

- Does every plan sheet have a digital stamp and digital signature?
- If applicable to the project, have the following been included?
 - Soils report
 - Structural calculations
 - Title 24 compliance on the plans (including mandatory measures)
 - HERS registry on the plans
 - Construction management plan
 - Other supporting docs (i.e. gas pipe size calcs)
- Have any items that are intended to be a deferred submittal been clearly identified on the cover sheet? (i.e. Sprinklers, Truss designs and calcs, etc.)
- Have all plans been drawn on a minimum size of 11"x17" sheets with a minimum scale of 1/4" per foot? (Note: the site plan may be 1/8" per foot; larger projects will require larger sheets (24"x36" maximum.)
- Have all the plans and specifications been drawn to scale and with clarity to indicate the location, nature and extent of the work proposed?



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Is the following information included in your permit submittal package? (Continued)

Under-Grounding Utilities: Does the cumulative work on the property, over a 3-year period, equal 50% or more of the valuation of the structure, triggering the Town's requirement to for the utilities to be moved underground?

Resale Corrections: Have all issues brought up in the residential building (resale) report been resolved?

Do ALL plan sets include:

- Title Block: Must include signature of designer or stamp and signature of design professional, name of owner(s), address of project and assessor's parcel number, and the following Language: "All Construction, regardless of details on plans, shall comply with either the 2019 California Building Code or 2019 California Residential Code, 2019 California Plumbing Code, 2019 California Mechanical Code, 2019 California Electrical Code, 2019 Green Building Standards Code and 2019 California Energy Code."
- Site Plan: Is the site plan fully dimensioned, showing property lines and site contour lines, setbacks, direction of drainage, streets, driveways and locations of all structures, easements and any off-street parking?
- Site Data: For residential projects, is the following information included on the plans?
 - Size of the property?
 - Allowable FAR for the property?
 - Existing and proposed FAR for the property?
 - Existing and proposed lot coverage for the property?
- Floor Plan: Is the dimension and intended use of all rooms labeled and shown?
- Details: Are the type, size and location of all doors, windows (including egress and safety glazing), smoke alarms, address numbers, furnace(s), water heater(s), electrical main/subpanels and gas service lines clearly identified and detailed?
- WUI: Is the project located in the Wildland Urban Interface? This shall be documented on the cover sheet along with applicable detailing requirements within the drawing set.
- Additions and Alterations: Have existing and proposed conditions been clearly delineated? Are details adjacent to the addition or area(s) of alterations shown?
- Grid Lines: Do the Architectural and Structural plan sheets have coordinated gridlines?

Elevations:

- Have at least two exterior elevations indicating general appearance, windows, doors, finishes, roof covering, etc. been provided?
- For additions and alterations, has the existing condition been shown as well as the new?

Structural Plans:

- Do the structural plans match the architectural?
- Have plans for foundation, floor framing and wall framing been provided?
- Have all structural connections been clearly shown, and details provided as needed?
- For additions and alterations: has the tie-in from the new to existing been clearly shown?
- For concrete slabs on grade: has the minimum 3½" thick gravel or sand sub-base with a minimum 6 mil vapor barrier been shown?

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Structural Plans continued:

- Have details for any special features (i.e. stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimney and sound transmission control between residential units) been provided?

Commercial Projects: Commercial projects have the same submittal requirements as listed above, as well as, additional requirements below. All commercial projects must go through CASP (Certified Access Specialist Program) review after initial submittal.

- If the Building is other than a Group R, Division 3 or Group U occupancy/accessory buildings are the plans prepared by a licensed architect or registered engineer?

Food Service/Sale Facilities:

- Did the County of Marin Environmental Health Services give preliminary approval to your plans prior to applying for a Town of San Anselmo building permit?
- Is a set of stamped, approved plans from County of Marin Environmental Health Services included in your submittal of a building permit application?

Revision after the Permit is Issued:

- Make the changes on the exact same sheets as in the original permit set.
- All changes are to be clouded.
- Add the date and revision number in the title block.
- If there is a change in job value: Complete a new permit application. The description of work should only explain the change on the drawings (i.e. "Revisions to B2019-0000). The dollar value should be the change in value of the project from that listed on the original permit.
- Digital stamp revised drawings as required for the original submittal.
- Provide a PDF or word document of a written description of all revisions.
- Provide revised structural Calcs, Energy Compliance documents; Green Building Compliance documents as necessary to address the revisions.
- Title the document being uploaded as a Resubmittal.
- Field Sketches (SK) can be submitted at 8 ½ "x 11" with scale and dwg title. Must be signed and stamped by a professional (if applicable) and emailed to us.