



## ARCHITECTURAL PLAN REVIEW GUIDELINES

Listed below are the basic information requirements to complete a plan review for Building/Planning Permit. Not all items may pertain to your project.

- 1. Submit three copies of plans drawn to an indicated scale on a minimum sheet size of 24" x 36" with a printed title block.
- 2. Indicate the project name, full street address, Assessors Parcel Number (APN), tract number, and associated building permit number. Show north pointing arrow.
- 3. Provide contractor's name, address, phone number, type of license, license number, and date of expiration. All plans must be "wet" signed.
- 4. Note current California Building Code, California Fire Code, and NFPA references.
- 5. Include a comment whether or not a site plan is required and if it has it been approved.
- 6. Indicate property lines, nearby buildings, adjoining suites, driveways, and streets.
- 7. Specify intent of use. What is the area/building to be used for?
- 8. Indicate the occupancy classification defined by California Building Code Chapter 3.
- 9. Describe the scope of work. Cloud or isolate project areas.
- 10. Indicate which aspects of the project will be deferred submittal (fire sprinklers, fire alarm, kitchen hood fire protection system, high-piled storage, etc.).
- 11. Indicate type of building construction defined by California Building Code.
- 12. Calculate maximum allowable height and area of building. State actual height and area of building.
- 13. Provide a floor plan for the project/building.
- 14. Show occupant loads in assembly occupancies. Clearly show path(s) of exit travel. Show fire-rated corridors.
- 16. Show swing direction of all doors. Show all doors and door hardware in a door matrix. Detail type, model numbers, and specifications.
- 17. Show exit signs and tactile exit signs. Show emergency lighting.

Questions regarding the status or plan check of building permit plan questions call 209-525-6557  
Questions regarding fire plan check call 209-552-3700

**Providing the above-listed information does not guarantee plan approval.**