



# SITE PLAN & GENERAL REQUIREMENTS CHECK LIST

PLANNING & BUILDING DEPARTMENT • COUNTY OF SAN LUIS OBISPO  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

## BA – SITE PLAN CHECK LIST – S.L.O. COUNTY SPECIFIC REQUIREMENTS [2013 California Residential Code](#)

BA01

### PREPARATION OF THE DRAWINGS

Identify on the drawings the project designer responsible for this project and add the designer's contact information (name, address, phone number, fax number and email). **BA05**

Designer is to sign the drawings prior to recheck submittal.

Architect or Engineer-of-record (if applicable) is to sign the structural drawings prior to recheck submittal.

BA02

### INCOMPLETE PLANS

Your plans are incomplete at this time. The following list of plan corrections should not necessarily be considered complete, due to the fact that your plans lack a substantial amount of information. Once you have submitted your corrected plans, we will recheck them and you may receive a second set of plan corrections based on our review of your updated information. **BA06**

Please use these common graphic standards when preparing your plans. Please follow this residential [addition/alteration](#) format for your plans. **BA07**

BA03

### REQUIRED PLANS AND DOCUMENTS

Submit the following plans and details drawn to scale:

- Site plan
- Grading and Drainage plan
- Floor plans with the use of each room labeled.
- Foundation plan.
- Floor Framing plan.
- Roof Framing plan.
- Framing Section.
- Elevations.
- Structural details and notes.
- Electrical plan. **BA08**
- Mechanical plan.
- Plumbing plan. (with isometric if applicable)
- Title 24 Energy compliance forms and calculations.
- ACCA Mechanical Plans for load calcs, equipment sizing and duct sizing,
- Structural Calculations **BA09**
- Soils Report.

BA04

### PROJECT INFORMATION

Note on the cover sheet and all sheets the address and/or legal description for this project.  
Note the project's owner information on the cover sheet (name, address and phone number)

### SEPARATE REVIEW/PERMIT IS REQUIRED FOR:

- Automatic Sprinkler System Design per NFPA 13-D or 2013 CRC, Section R313.3
- Water Tanks >5000 gallons
- Separate structures
- Grading
- Other?

### ARCHITECT/ENGINEER SIGNATURE - ENTIRE SCOPE

The entire scope of work for this project must be designed by a California registered Architect or Engineer. All plan sheets to be signed and stamped by the licensed professional.

### REVISED/CORRECTED PLANS REQUIRED

After corrections are completed, please provide 2 sets of corrected plans and documents for recheck as well as any original county marked up plans.

Note: If you are required to consult the professional services of an architect or engineer these persons shall hold current registration in the state of California for the discipline they are licensed for and shall stamp and sign plans and engineering.

### RETURN MARKED UP PLANS

Review and return marked up plans with your corrected plans.

## WASTE RECYCLING CONSTRUCTION WASTE MANAGEMENT PLAN REQUIREMENTS

Please provide the [waste recycle form](#) filled out and signed prior to issuance. The owner/applicant/contractor/person doing the work is required to recycle 70% of all project construction and demolition debris.

## COVER SHEET REQUIREMENTS

### APPLICABLE CODES

Note/correct the applicable codes for this project to reflect: **2013** CA Residential (CRC), Mechanical (CMC), Plumbing (CPC), Electrical (CEC), Energy, and Green Building Standards Code.

Please provide the following on the front/title page of the plans:

- a. APPLICABLE CODES- California Code of Regulations Title 24
  - i. 2013 California Building Standards Administrative Code **BA11**
  - ii. 2013 California Building Code (2009 IBC with CA amendments)
  - iii. 2013 California Residential Code (2009 IRC with CA amendments);
  - iv. 2013 California Electric Code (2008 NEC with CA amendments);
  - v. 2013 California Mechanical Code (2009 IAPMO UMC with CA amendments);
  - vi. 2013 California Plumbing Code (2009 IAPMO UPC with CA amendments);
  - vii. 2013 California Energy Code **BA12**
  - viii. 2013 California Green Building Standards Code (Cal Green)
  - ix. County Ordinance(s) Title 19, 22, 23 & Appdx Chapter 33, 1997 UBC;
- b. Site address – ON EACH SHEET
- c. Assessor's Parcel Number - verify
- d. Building summary (1st floor sq. ft., 2nd floor sq. ft., garage, decks, covered porch, basement etc.)
- e. Vicinity map
- f. Building height
- g. List consultants

- h. Building Occupancy Group and Type of Construction Note building occupancy group and specify its use
- i. Sheet index
- j. List owners name, address, and phone number.
- k. Incorporate conditions of compliance from land use permit.
- l. Incorporate and note the special district conditions in the first sheet of your plans
- m. Provide building summary and scope of work for the project.
- n. Building areas. The area included within the inside surfaces of surrounding exterior walls exclusive of vent shafts and courts. Areas of the building not provided with surrounding walls shall be included in the building area if such areas are included within the horizontal projection of the roof or floor above.
- o. Please add a date on each sheet

### REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

A state licensed architect or engineer is required to prepare/coordinate and stamp/sign these plans. Please see attached "Registered Designed Professional in Responsible Charge" form. Please fully complete this form and turn it in with the revised plans.

[Registered Design Professional in Responsible Charge](#)

### FIRE PLAN - SITE PLAN REQUIREMENTS

PLEASE NOTE: The specific Fire Plan Requirements from your Fire Plan must be added to the site plan prior to resubmitting plan check corrections. Please see your Fire Plan by Cal Fire or your local Fire Jurisdiction. The following items may be applicable:

1. Driveway width and slope and type of paving.
2. Water storage requirements for sprinklers ( Only metal storage tanks are allowed in Very High Fire Hazard Zones. Daisy chaining of tanks not allowed).
3. Fire Department connection

4. Fire Engine Turn-around and Turn-out space
5. Vegetation Clearance for Defensible Space
6. Electric Gate requirements
7. Address numbers

15. Note BOLDLY on front/cover page "SETBACK CERTIFICATION REQUIRED"
16. Yard drains,
17. Back water valves,
18. Retaining walls - call out the height of the wall from the top of the footing. Show daylight of pipe.
19. Erosion/sedimentation/pollution control notes
20. Fences, gates (any over 6'6" requires permit and inspection)
21. Landings at all doors
22. All utilities: electrical meter location, gas meter location, water meter location.
23. Size of water meter and size of yard service. (will serve letter from water company must specifically state water meter size provided).
24. Location of the sewer lateral with cleanouts and backwater valves (if applicable).

BA13

## SITE PLAN REQUIREMENTS

Indicate the location of the APPROVED numbers or address for the property in such a position to be plainly visible and legible from the street or road fronting the property per CRC R319.1

Provide the following items on the site/plot plan:

1. Assessor Parcel Number/Street Address
2. Boundary Survey required
3. North arrow
4. Scale. All plans are required to be drawn to scale
5. Owner's name
6. Property dimensions
7. Location of all:
  - a. existing buildings with permit numbers or date of construction
  - b. proposed structures
  - c. wells within 100 foot setback circle
  - d. septic tank and leach fields or sewer lateral w/ cleanouts
  - e. retaining walls
  - f. exterior decks and stairs
  - g. proposed overhangs or any projecting elements as dotted lines**
8. Electrical service size and location, with location of PG&E service entrance
9. Propane tank/Gas Meter location
10. Water meter/Water tank size and location
11. Driveways – width and slope Show the driveway meets Cal Fire requirements per the Fire Plan.  
<http://www.calfireslo.org/preventionpermits.html>
12. Setbacks; Front, side, and rear yard setbacks from property line to structure (porch structures)
13. Easements
14. All trees that may be affected by the project.

BA14

## SITE TOPOGRAPHIC INFORMATION/PLAN REQUIRED

A site topographic plan prepared by state licensed architect or engineer shall be submitted showing:

1. Existing contours (use light line weight) (2' minimum contours)
2. Proposed contours (use bold or dark line weight) (2' minimum contours)
3. Site drainage
4. Spot elevations/Finish grades
5. Finished floor elevations
6. Flow patterns, swale details, details
7. Lot corner grades which match approved tract grading plan
8. Finished elevations at highpoints, top of any yard drain grates, pipes with their sizes flow lines and especially where water leaves the site
9. On graded sites, provide elevations to show the top of the exterior foundation shall extend above the elevation of the street gutter at a point of discharge or inlet of an approved drainage device a minimum of 12 inches plus 2%. CBC 1805.3.4. Other alternate drainage

solution must be approved by the Building Official.

**10. Lot cross sections**

11. Show slope of driveway (%) at each side or worst side of garage. If 10% or over please provide a driveway profile showing the vertical curves so that cars do not bottom out.

**BA20**

12. The finished floor elevation of the garage if different from the house finish floor elevation.

13. Show the elevation of the garage floor at the garage door openings.

14. Show graphically (by arrows) the site drainage. Per CRC R401.3, lots shall be graded to drain surface away from the foundation walls and the grade shall fall a minimum of 6" within the first 10'0".

**BA21**

Your project is near a designated high noise source. It will be necessary for you to detail your project to meet the approved noise mitigation measures in conformance with the noise element.

**LOW IMPACT DESIGN REQUIRED**

The new 2013 Cal Green Code and the County requires that you use Low Impact Development (LID) to reduce runoff and recharge the ground water. Please see the County's LID handout and show the required amount of agency approved stormwater reduction measures from the handout. [LID Handout](#)

**STORM WATER POLLUTION PREVENTION PLAN REQUIRED**

The new General Permit requirements went into effect for SWPPP's, you will need to provide the following:

1. Provide a copy of the SWPPP sheets only that include the risk assessment & sign forms for LRP, QSP & QSD. Note on the plans, the risk level and the WDID#, the QSP, QSD & LRP contact information.
2. Provide the State Waterboard letter with the WDID# include risk level determination.

**BA15**

**SOILS REPORT REQUIRED**

Please provide a complete soils report. See County handout on Soils Reports for exceptions to this requirement. [Soils Report link](#)

**BA16**

**EXPANSIVE INDEX REQUIRED**

Provide an expansive index by licensed soils engineer.

**BA17**

**SOILS ENGINEER TO REVIEW PLANS**

Provide a letter from the soils engineer confirming that the foundation plan, grading plan and specifications have been reviewed and that the recommendations in the soil report are incorporated in the plans.

**BA22**

**FIRE PROTECTION SITE PLAN**

The Registered Design Professional to provide a fire protection site plan for sprinkler system. This should include:

- a) Size & location of pump house. Provide framing details of pump house.
- b) Storage tank location & size.  
  
b1) Tank will need to be engineered for seismic. Show footings & anchorage if applicable.
- c) Provide a permit for the storage tank.

**BA18**

**SUBSTANTIAL FLOOR PLAN CHANGES**

Substantial differences in building floor area exist between the floor area shown on the plans and the floor area noted on the application. Revised fees will be due at the time of permit issuance.

**BA19**

**NOISE ELEMENT COMPLIANCE**

- d) Show size of UG piping, thrust block location & size. Provide thrust block calcs.
- e) Provide a complete single line electrical diagram for the fire & jockey pump.
- f) Show fire department connection.

Note on site plan all the electrical, telecommunication, and other utilities shall be installed underground in an approved method of construction. This regulation applies to utilities on sites that are less than five acres and serving new structures and/or new utility distributions.

**BA26**

**LIQUEFIED PETROLEUM GAS TANK LOCATION**

Show the location of the LPG tank. The attached county information bulletin for a "[liquefied petroleum gas containers](#)" is to be followed. It is understood any deviation from this bulletin shall be approved by the County Department of Planning and Building prior to construction.

**BA23**

**DRAINAGE – (5% SLOPE) FOR A MINIMUM DISTANCE OF 10 FEET**

Show drainage, swales, and ditches. Provide details showing compliance with section 1803.3. Provide elevations to show the ground immediately adjacent to the foundation shall be sloped away from the building at a slope of not less than one unit vertical in 20 units horizontal (5% slope) for a minimum distance of 10 feet measured perpendicular to the face of the wall. If physical obstructions or property lines 10 feet of horizontal distance, a 5-percent slope shall be provided to an alternative method of diverting water away from the foundation. Swales used for this purpose shall be sloped a minimum of 2 % located within 10 feet of the building foundation. Impervious surfaces within 10 feet of the building foundation shall be sloped a minimum of 2% away from the building. – CBC 1803.3

**BA27**

**COU SLO COUNTY SPECIFIC COMMENTS**

**FLOOR PLAN REQUIRED FOR ASSESSOR**

Please provide floor plan(s) of the work covered by this permit on 8-1/2" x 11". It must be drawn to scale and a graphic scale must be included on the page.

**BA24**

**SETBACK CERTIFICATION REQUIRED**

The structure is located within 5' of the minimum required setback from the property line. At foundation inspection, provide certification from a licensed land surveyor or civil engineer that the structure meets the setback requirements. Please note this on the front sheet and foundation plan. Exception for existing legal survey monuments: If a line can be strung between the monuments to clearly show the property line from which to measure the required setback, the certification may be waived. This must be verified with your inspector.

**BA28**

**GEOLOGIC SENSITIVE AREA**

The project is located in a Geologic Study Area (GSA). The project shall conform to the GSA standards found in sections 22.14.70 and 23.07.084 of the county land use ordinances, unless exempted by these standards. The exemption allows one SFR not exceeding two stories to provide a report prepared by a certified engineering geologist and/or registered civil engineer stating that the lot is not subject to landslide or liquefaction.

Please note that the building inspector may require setback certification on any project regardless of the distance to the allowable setback if the property boundaries are unclear.

**BA29**

**FLOOD HAZARD AREA**

You are located in a FH (Flood Hazard) zone. Corrections for this will come from Public Works review and our foundation comments. See [BS-Structural](#) starting with comment BS1821

**BA25**

**UNDERGROUND UTILITY SERVICE**

*Note to the plans examiner; many new requirements are required in the new code for flood resistant construction. Please work with Time Tomlinson to make sure you get the new requirements on the plans.*

**BA30**

### **FIRE-RESISTIVE CONSTRUCTION IN WILDLAND INTERFACE AREAS**

Since this permit was applied for after January 1, **BA33** 2008, your project must comply with the Wildland Urban Interface Requirements (**WUIR**) provisions of CBC Chapter 7A. Please see attached corrections and provide the County's Wild Land Urban Interface Requirement Form on the front/title sheet of the plans.

**Go to [BWUI-Chapter 7A](#) for complete plan check list.**

**BA31**

### **PROJECT CONDITIONS OF APPROVAL**

Because your project was subject to a special Land Use Permit review process, it will be necessary to incorporate "the project conditions of approval" on the first sheet of the plans. These conditions of approval may be found within your Land Use Permit. If you need assistance in locating these conditions please contact the front counter planner at (805)781-5600 & ask to speak **BA35** to this person.

**BA34**

engineer shall determine the specified reference point.

**Prior to approval of roof nailing inspection**, the applicant shall provide the building inspector with documentation that gives the height reference, the allowable height and the actual height of the structure. This certification shall be prepared by a licensed surveyor or civil engineer.

### **SPECIAL INSPECTION - PRE-CONSTRUCTION MEETING**

A pre-construction meeting is required with the inspector to go over the special inspection reporting requirements and verify the special inspectors are approved.

call Mike Stoker 781-1543 to arrange for area inspector.

**BA32**

### **BUILDING HEIGHT CONTROLS**

Show allowable building height calculations as required by Planning Division and dimension these heights on the exterior elevations and building sections. Provide actual building height, allowable building height and point of reference **BA36** (i.e. average natural grade/average centerline of street front/etc.) telling where the building height should be measured from. If you need information on this, request a handout or visit our web site:

<http://www.slocounty.ca.gov/planning.htm> Note building height controls on the plans.

**Prior to any site disturbance**, a licensed **BA37** surveyor or civil engineer shall stake the building corners, establish average natural grade and set a reference point (benchmark); or, for those few cases in which the height reference is other than natural grade, the licensed surveyor or civil

### **LAKE NACIMENTO 825.00 ELEVATION**

Plans shall show the 825.00 elevation and graphically illustrate no structures, site retaining walls, septic & leach systems shall not encroach below this elevation. The Engineer of record is required to provide written verification prior to foundation inspection, note on the plans.

### **FIRE SAFETY PLAN REQUIRED**

Prior to issuance of this permit the property owner OR approved owner's agent shall receive an approved sign off from the fire department having jurisdiction for this permit and shall show the Department of Planning and Building proof of this sign off.

### **ACCESS ROAD REQUIRED TO CAL FIRE STANDARDS**

Show how site is accessed. Show driveway and indicate what improvements will have to be made to the driveway for it to conform to Cal-Fire driveway standards.

### **PROJECTS WITHIN CAMBRIA COMMUNITY SERVICE DISTRICT (CSD)**

Please add the following notes to your Front/Title Sheet:

1. Prior to the County's Foundation Inspection: **BA40**

- a. CSD Sewer Sign off: For all projects with new sewer connections, it is necessary for an inspection by CSD of the sewer. The County building inspector will not approve and sign card without a signature by a CSD staff on the County building inspection card. **BA41**

2. Prior to the County's Framing Inspection:

- a. CSD Hot Water Recirculation System Sign off - At framing, prior to insulation, it is necessary for CSD to inspect the hot water recirculation system. The County building inspector will not approve and sign card without a signature by a CSD staff on the County building inspection card.

- b. Cambria Fire District Sign off - All projects that are required to have a fire sprinkler system will need an inspection by the Cambria Fire Department before installing insulation and before the County Building inspector's framing sign off. **BA42**

3. Prior to the County's Final Inspection:
  - a. CSD Low Flow Fixture Sign off - At final, it is necessary for CSD to inspect the low flow fixtures.

The County building inspector will not approve and sign card without a signature by a CSD staff on the County building inspection card.  
 Cambria Fire District Sign off at Final - All projects which require fire plans will need a final inspection by the Fire Department prior to the County's building inspector's final sign-off. **BA43**

**BA38**

**PROJECTS WITHIN NIPOMO COMMUNITY SERVICE DISTRICT (CSD)**

See Residential Plumbing Plan Check list - (Condition Hold Required- I)

**BA39**

**PROJECTS WITHIN LOS OSOS COMMUNITY SERVICE DISTRICT (CSD)**

See Residential Plumbing Plan Check list - (Condition Hold Required- I)

**PROJECTS WITHIN GSH COMMUNITY SERVICE DISTRICT (CSD)**

Please contact the Ground Squirrel Hollow CSD for driveway, drainage and street paving requirements/holds. (Condition Hold Required-I and F)

**SEPARATE PERMIT**

Separate permit may be required for the following:

1. Fire sprinklers.
2. Grading. (Major Grading permit required if grading on slopes over 10%)
3. Un-permitted (As-Built) structure to a permitted structure
4. Other: \_\_\_\_\_

**LOS OSOS BUILDING MORATORIUM**

Your project is located within the Los Osos moratorium area. It will be necessary for the property owner to read and sign the "Statement of Compliance" agreeing to the conditions of the form. This form can only be signed by the property owner and not by the agent, architect, contractor or any other person.

Provide "Statement of Compliance" signed by the property owner.

Record notarized "Statement of Compliance".

<G:\Department Documents\Forms\Building\Los Osos Building Moratorium.pdf>

**TEMPORARY TRAILER TIME LIMIT**

This permit authorizes establishment of a temporary dwelling in conjunction with an issued permit for a permanent residence. This plot plan approval is valid for one year from the date of issuance or until final inspection of the permanent residence; whichever is less or unless extended pursuant to code section 22.02.050.

**BA44**

**TEMPORARY TRAILER DURING ACTIVE PERMIT**

The temporary dwelling is allowed only while valid Building and Land Use permits are active for permanent use.

**BA45**

#### **TEMPORARY SANITATION FACILITIES**

Sanitation facilities are to be provided by either a portable restroom approved by County Health Department or by means of a temporary hookup of facilities within the temporary dwelling to a community sewer or on-site septic tank system.

**BA46**

#### **TEMPORARY TRAILER TYPE OF UNIT ALLOWED**

A temporary dwelling for a “Stick-Built” house may be either a mobile home or a recreation vehicle. A temporary dwelling for a mobile or modular home is to be a recreation vehicle only due to the minimal nature of setup required for a mobile or modular home.