



City of San Dimas

Building and Safety Division

Ph: 909.394.6260 email: building@sandimasca.gov

RESIDENTIAL BUILDING PLAN CHECK SUBMITTAL GUIDELINES

(Includes New Single Family Residences, New Multifamily, Accessory Dwelling Units, Duplexes and New Mixed Use Projects)

SUBMITTAL PROCESS

- Site Plan/Cover Sheet** – showing street, all four property lines, type of construction, occupancy, fire sprinkler status (Y/N), outline of all structures, and location of proposed construction.
- Floor Plan** – show all door and window sizes and locations, label the use of and show dimensions of all rooms.
- Foundation Plan/Foundation Details**
- Floor Framing Plan** – for multiple story buildings.
- Building Elevations & Sections**
- Framing Details**
- Roof Framing Plan**
- Electrical Plans** – meter, switch, outlet, and light locations, and PV panel location as required by T-24 energy calculations.
- Mechanical Plans** – HVAC equipment location, return air location and size, and thermostat location.
- Plumbing Plans** – fixtures location, sewer lateral size, slope, location, and gas line isometric.
- Other **Architectural and/or Structural Plans** to fully describe proposed project, including, but not limited to:
 - Stamped and Signed Structural Calculations** – digital stamp and signature for electronic document submittals.
 - Signed Truss Calculations** (may be a deferred submittal).
 - Energy Calculations** – per *California State Title 24*.
 - Soils Reports** required for new residential projects and residential additions where the addition is more than 50% of the existing floor area.
 - Fire Sprinkler Plans** and **Solar Plans** are a deferred submittal.

FEES & PLANNING

1. Please contact the **Building & Safety Division** at **909-394-6260** or building@sandimasca.gov directly to obtain associated fees for residential permits.
2. Please contact the **Planning Division** at **909-394-6250** or planning@sandimasca.gov directly to determine if there are any Planning requirements that may affect your project.
3. Please contact the **Public Works Department** at **909-394-6240** or publicworks@sandimasca.gov directly to determine if there are development impact fees applicable to your project.

ADDITIONAL APPROVALS THAT MAY BE REQUIRED PRIOR TO PERMIT ISSUANCE:

- From the Planning Division, Public Works Department, Parks and Recreation Department, LA County Fire Department and LA County
- When the project is in the **Very High Fire Hazard Severity Zone (VHFHSZ)** the design must comply with the **California Residential Code (CRC) 2022 § R337**.
- **School fees are required** to be paid for new habitable **spaces greater than 500 square feet**. Speak with staff for the appropriate form that must be taken to the school district prior to permit issuance.

NOTE: A **separate grading plan check submittal** is required for all new construction projects and for some existing buildings where improvements being proposed will generate **50 cubic yards or more** of combined cut and fill. The grading plan shall be prepared, stamped, and signed by a California registered Civil Engineer. Prior to building permit issuance, the **Grading Plan must be approved, issued and a compaction report, survey report and pad certification must be submitted to the Building and Safety Division for approval.**