



## Department of Building & Safety

### SUBMITTAL REQUIREMENTS FOR NEW SINGLE FAMILY RESIDENTIAL DWELLINGS

This handout is designed for assistance in Single Family Dwelling Plan Submittal to the Building and Safety Division. Omission of any of the following plan review items shall be deemed an Incomplete Submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2025 California Codes, based on the 2024 International Residential Code (IRC), 2024 Uniform Plumbing and Mechanical Codes (UPC, UMC), 2023 National Electric Code (NEC), 2024 International Fire Code (IFC) and the 2025 California Energy Code and the 2025 California Green Building Standard Code ("Cal Green").

**Submit five (5) complete sets of architectural, electrical and structural plans. Plans shall be identical copies on a minimum 18" x 24" plan size sets or, a maximum 30" X 42" plan size with correlating Civil plans.**

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#### CONSTRUCTION PLANS SHALL INCLUDE BUT NOT LIMITED TO:

##### **Cover Sheet:**

- ☐ Vicinity map, Assessor's Parcel Number, Tract and Lot number: and Site Address.
- ☐ A written detailed Scope of Work.
- ☐ Building data: Proposed building sq. ft., construction type(s), use/occupancy etc. Building Code data: Current Codes in effect - 2022 CBC, CRC, CalGreen, CEC, CMC, CPC, CFC, CBEES, and City of Fontana Codes and Ordinances.
- ☐ Building NFPA 13-D fire sprinkler protected (Separate plan submittal to the Fire Department).

##### **Plot Plan:** (The cover sheet and plot plan may be combined)

- ☐ Show North Arrow.
- ☐ Street frontage, lot lines and lot dimensions.
- ☐ Building location and setbacks to property lines and/or easements.
- ☐ Existing septic systems, water wells, swimming pools, accessory structures, etc.

##### **Floor Plan:**

- ☐ Fully dimensioned and to scale (3/16 inch per foot minimum scale) to include First and Second floors.
- ☐ Show walls as double lined with references to wall construction details indicating wall heights, framing member sizes, spacing and material type; exterior and interior wall finish, etc.
- ☐ Door and window locations, sizes and types.
- ☐ Identify all elements of habitable space all room uses, closets, fixed shelves, counters, media niches, fireplaces, appliances, plumbing fixtures, etc.

##### **Elevations:**

- ☐ Provide North, South, East and West side views of the building exterior, showing the structure's exterior features and elements e.g. exterior wall finish, wall veneers, fireplace chimney, roof pitch, roof vents, doors, windows, etc.

**Section Views:**

- ☐ Provide section views indicating wall/roof heights; insulation locations for walls, floors and roof/ceilings of conditioned spaces; wall and roof/ceiling finish etc.

**Plumbing/Mechanical:**

- ☐ Points of connection for water/sewer meter locations.
- ☐ Material type & sizes for waste/vent, water and gas supply systems.
- ☐ HVAC equipment location; gas stub locations and BTU input for all gas appliances.
- ☐ California Regional Water Quality Control Board (Santa Ana Region) Approved septic system design.

**Electrical Plan:**

- ☐ Electrical main service size, location and grounding method.
- ☐ Electrical power and lighting plans, interior fixture schedule.
- ☐ Title 24 Energy Code electrical requirements including high efficacy fixture types, motion sensors, dimmer switching and photo controls.

**Structural Plan/Foundation/Framing/Roof Plan & Details:**

- ☐ Structural design by a State of California registered Engineer or licensed Architect if the proposed structure does not comply with conventional light wood framing (use 129 MPH Ult., Risk Cat. II, Exp."C" for wind design per Fontana Municipal Code Ch. 5).
- ☐ Foundation elements to include, footing & slab reinforcement; footing and slab details, including base preparation, sand layer(s), moisture barrier; anchor bolt size and spacing, hold down devices, etc.
- ☐ Structural frame plan(s) and key referenced details for walls, floor levels and roof.
- ☐ Two (2) sets of "wet" stamped/signed Structural Calculations.
- ☐ Two (2) sets of "wet" stamped/signed Roof Truss calculations (if applicable). The Architect or Engineer of record shall first review and stamp the truss layout sheet, indicating the design to be in general conformance with the building design, prior to submittal to the Building and Safety Department for review and approval.

**Supplemental Information:**

1. Two (2) copies of current Geotechnical soil reports, dated within 1 year of plan submittal, or an older report with an update letter addressing current soils data from the same engineering firm.
2. Package "A" prescriptive method Energy Forms, or computerized ENV/PERF (Envelope), MECH (Mechanical) LTG (Lighting) and Mandatory Measures Energy calculations forms for conditioned space: and all required compliance forms are to be copied, full size to the plan sheets.
3. Fees are based on the current City of Fontana annually Adopted Fee Schedule.
4. The contractor must sign the permit application and provide evidence of a current California State Contractors license. All contractor's/sub-contractor's must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation.
5. If an owner chooses not to hire a contractor, they must sign the permit application as Owner/Builder and complete the certification form for the owner/builder permit issuance.
6. Applicant shall obtain all required clearances and/or approvals from all the appropriate departments (Planning, Engineering, Fire, etc.) prior to issuance of any building permits.
7. Must have letter of approval by the California Regional Water Quality Control Board (Santa Ana Region) for all private sewage disposal (septic) system proposed prior to issuance of any building permits.
8. Grading shall be under separate plan review and permits.

By signing below, you are acknowledging all items per checklist as referenced above are included in sets of plans proposed for submittal: