



PERMIT # _____

APPLICANT INFORMATION

(point of contact throughout the plan review process)

NAME: _____ COMPANY: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____ EMAIL: _____
SIGNATURE: _____ DATE: _____

Active Code Enforcement Case - Is there an active code enforcement violation case on this site? ☐ No ☐ Yes

DISCRETIONARY ACTION # _____
(IF APPLICABLE - TSM, SDP, CUP, CE, ETC.)

PROJECT INFORMATION

ADDRESS: _____ PARCEL # (APN): _____
DESCRIPTION: _____
(Include square footage, # of PV panels, roof squares, etc.)
VALUATION: \$ _____

PROPERTY OWNER INFORMATION

NAME: _____ COMPANY: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____ EMAIL: _____

CONTRACTOR INFORMATION

NAME: _____ COMPANY: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____ EMAIL: _____
CA STATE LICENSE: _____ EXPIRATION: _____
CITY BUSINESS #: _____ EXPIRATION: _____

DESIGNER, ARCHITECT, ENGINEER (IF NOT LISTED ABOVE)

NAME: _____ COMPANY: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____ EMAIL: _____
LICENSE NUMBER: _____ EXPIRATION: _____



PLAN SUBMITTAL REQUIREMENTS NON-RESIDENTIAL

The following list is inclusive of all types of project submittals, *your proposed project may not require all items listed.*

Building Permit Application- May be submitted by the property owner, a licensed contractor or their authorized agent. Applications are available at the Building Safety public counter or on the division's webpage. A separate application must be completed for each structure to be built, altered, or relocated. In addition to the application, there are several declarations needed prior to permit issuance, check with a counter representative to see which may apply.

Outside Agency Documentation- the City is required to verify compliance with several outside agency criteria, and needed documents will vary depending on the type of project submitted. Typical agencies include: SD County Environmental Health, SD County Hazmat, SD County Air Quality, San Marcos Unified School District, Vallecitos Water District, and San Diego Gas and Electric (SDGE). *Applicants are strongly encouraged to obtain any necessary approval/documentation as early as possible in the review process so as not to delay permit issuance. Outside agency reviews may take 2-3 weeks to complete.* Visit our website for links to these agencies: <https://www.san-marcos.net/work/building-code-compliance/building-permits>

Plans Requirements- All new buildings, tenant improvements, signs, solar PV systems, additions, etc. will require a full set of Plans in electronic format, formatted per the [Building Plan Requirements](#) specifications. Plans should be complete, signed by the proper authority, and accompanied by sets of any supporting documents (structural calcs/energy docs/truss calcs). Plans shall clearly indicate the nature and extent of the work; and show in detail it will conform to the provisions of the California Building Codes and all relevant laws, ordinances, rules and regulations. Plans must be drawn to scale (recommended $\frac{1}{4}" = 1'0"$, site plans $1" = 20'$).

Below is an indication as to what type of plan sheets should be included in your plan submittal:

Site Plan: Provide a fully-dimensioned site plan showing property lines, easements, existing and proposed structures. Site plans may include elevations and drainage patterns, locations for utilities, and show the accessible path of travel.

Foundation and/or Floor Frame Plan: Show location of continuous foundations and pier footings, specify size of footings and slab thickness, specify underlayment, specify anchorage; show location and size of shear-walls and indicate special anchorage; show location and size of access and vents; provide an under-floor venting calculation; provide notes in regard to concrete type and strength. Smaller projects with raised floors may indicate size and spacing of girders, as well as, size and spacing of floor joists.

Floor Plan: Show existing and proposed floor plans for each story of the project; specify use of spaces; provide dimensions of spaces; specify window types and sizes; smaller projects may show locations of plumbing fixtures, mechanical equipment and electrical lighting and outlets rather than providing separate sheets for each discipline.

Elevations: Provide drawings (views) of each new exterior wall. Specify doors, windows and other openings; specify vertical dimensions; indicate exterior finishes and other architectural finishes. Show location of roof venting and provide venting calculation. Provide labels for directional view (e.g., East View).

Roof Framing Plan: Provide a roof lay-out; show hips, valleys, and ridges. Indicate any special framing or nailing at roof area. Specify roof frame member sizing and spacing.

Framing Plan: Provide a framing layout, specify sizing and spacing of members; show location, size, and type of braced-walls, for shear-walls provide same with shear-wall schedule; provide grid-lines; label all beams, joists, girders; specify required hardware; provide a nailing schedule.

Details/Notes- Plans should include details which clearly show method of construction and means of connection(s); details should be referenced in plan views; noting should be provided which clearly details applicable code requirements.



BUILDING PLAN REQUIREMENTS

Unless otherwise indicated, all submitted Plans must conform to the following guidelines:

- A. **Plan Formatting Requirements:** All project plans and exhibits must comply with the following:
- **Title Block:** All plans require the use of a Title Block. Use the title block page provided in the Appendix.
 - **Scale:** (Engineering and Architectural) Plans must be legible and drawn to scale. An engineering scale shall be used for the site plan and an architectural scale for floor plans, structural plans, and elevations. All plans must include an embedded graphic scale. All files shall maintain output scale and avoid “fit to page.”
 - **North Arrow:** North direction should be towards the top of sheet unless infeasible.
 - **Document Resolution:** Documents should be printed to PDF, in 8-bit grayscale or 1-bit monochrome at 300 PPI (Pixels per Inch). Avoid rendering maps and plans in 24-bit color (elevations, renderings, landscape plans exempt).
 - **Images:** Include vector content only; no scanned images; scans of printed pages are not accepted (landscape plans exempt).
 - **Layers:** Remove layers; drawings must be flattened.
 - **Optical Character Recognition (OCR):** Perform OCR to render all text on project plans as searchable and selectable.
 - **Reduce File Size:** Reduce/compress/optimize file size using in-software tools.
 - **Unlock Files:** All digital files must be unlocked and/or otherwise unprotected to allow mark-up and embedding in other files/documents.
 - **Standard Sheet Sizes:**

Document Description	Size	Orientation
Architectural Plans	24 x 36 inches	Landscape
Civil Plans	24 x 36 inches	Landscape
Landscape Plans (24 bit color accepted)	24 x 36 inches	Landscape

Assembling the Submittal Package: Assemble one complete submittal using the following guidelines:

Bookmarks: Create digital bookmarks/hyperlinks for sheet number (e.g. C1.0) and sheet name (e.g. DEMOLITION PLAN) consistent with the document’s table of contents

Separate Files: Provide complete, separate files for each document/document type (e.g. calcs, specifications, reports)



File Size: Submit documents as one complete PDF for files under 75 MB. Separate plans or maps into multiple PDF sets by discipline only when documents exceed 75 MB and/or contact City staff for direction on creating smaller file packages for submittal. Separate report appendices from the PDF of the body text when documents exceed 75 MB.

Hardcopies: The city does not accept hardcopies for building plans.



DISABILITY ACCESS REQUIREMENTS AND RESOURCES AS REQUIRED BY THE STATE OF CALIFORNIA

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applying to all California building owners and tenants. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERAL SERVICES
Division of the State Architect,
CASp Program
www.dgs.ca.gov/dsa
www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services
www.dor.ca.gov
[www.rehab.cahwnet.gov/
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF
GENERAL SERVICES
California Commission on
Disability Access
www.ccda.ca.gov
[www.ccda.ca.gov/resources-
menu/](http://www.ccda.ca.gov/resources-menu/)

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545).

Although your new facility may have already been permitted and approved by the building division, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.



GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available through:

DISABLED ACCESS CREDIT FOR ELIGIBLE SMALL BUSINESSES

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

ARCHITECTURAL AND TRANSPORTATION BARRIER REMOVAL DEDUCTION

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

CALIFORNIA CAPITAL ACCESS FINANCING PROGRAM

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/cap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.



BUILDING DESIGN CRITERIA

The design criterion for development in the City of San Marcos for project permit applications submitted on or after January 1, 2023, shall be based on the 2022 California Building Codes. The design criteria are minimum standards and must be supported by structural calculations and geotechnical reports when used in the design of structures built within the city.

Adopted Codes

- 2022 California Administrative Code (CAC); Part 1, Title 24, CCR.
- 2022 California Building Code (CBC); Part 2, Volume 1 and 2, Title 24, CCR.
(Based on 2021 International Building Code)
- 2022 California Residential Code (CRC); Part 2.5, Title 24, CCR.
(Based on 2021 International Residential Code)
- 2022 California Electrical Code (CEC); Part 3, Title 24, CCR.
(Based on 2020 National Electrical Code)
- 2022 California Mechanical Code (CMC); Part 4, Title 24, CCR.
(Based on the 2021 Uniform Mechanical Code)
- 2022 California Plumbing Code (CPC); Part 5, Title 24, CCR.
(Based on the 2021 Uniform Plumbing Code)
- 2022 California Energy Code (CEnc); Part 6, Title 24, CCR.
- 2022 California Historical Building Code; Part 8, Title 24, CCR.
- 2022 California Fire Code; Part 9, Title 24, CCR.
(Based on the 2021 International Fire Code)
- 2022 California Existing Building Code; Part 10, Title 24, CCR.
(Based on the 2021 International Existing Building Code)
- 2022 California Green Code; Part 11, Title 24, CCR.
- 2022 California Referenced Standards Code; Part 12, Title 24, CCR.
- 1997 Uniform Housing Code.
- 1997 Uniform Code for the Abatement of Dangerous Buildings.

Seismic Design

- Seismic design Category “D” for occupancy Categories 0, I, and II.
- Seismic Design Category “E or F” for Category IV as determined.
- Seismic Design coefficients and factors per ASCE Std. 7-05, Tab. 12.2-1.
- Assume site soil Class “D” unless indicated otherwise in a soils report.

Wind Design

- Basic wind speed 110 mph at 3-second gust.
- Basic wind pressure 13 psf.
- Exposure “C” for most areas; analyze exposure next to lake areas.
- Rainfall 3-inches per hour for design of roof drains.

Energy

- Primarily Climate Zone 10, confirm by checking the website below, as climate zones can change.
- <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/climate-zone-tool-maps-and>

High Fire Severity Areas

- Wildland Urban Interface areas require additional fire protection including a fire wise study.



SUB-CONTRACTORS LIST

PROJECT ADDRESS: _____ PERMIT #: _____

All Sub-Contractors providing labor for the project are required to obtain a City Business License.
Prior to final inspection, a completed and verified sub-contractor's list shall be provided to the City Building Inspector.

Complete the required information below and obtain license verification from Business License Division.

Please print or type all information and allow 3-5 business days for verification of list.

	Company Name	Address	Phone	Business License #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Primary Contractor's Declaration: *I declare this information to be a complete and accurate list of sub-contractors who provided labor for the project located at the above address.*

Contractor's Signature: _____ Date: _____

Contractor's Phone: _____ Email: _____

FOR CITY USE ONLY: License(s) verification

Business License Representative: _____

Date: _____



WATER-CONSERVING PLUMBING FIXTURES CHART

Fixture Type	Non-Compliant Plumbing Fixture*	Water-Conserving Plumbing Fixture (Fixture Complying with Current Code Applicable to New Construction)		
	Water Usage /Flow Rate	Maximum Water Usage/Flow Rate		
		2022 CPC Ch. 4 2022 CALGreen Div. 4.3	2022 CPC Ch. 4 2022 CALGreen Div. 4.3	2022 CPC Ch. 4 2022 CALGreen Div. 5.3
		Single-Family Residential	Multifamily Residential	Commercial
Water Closets (Toilets)	Exceed 1.6 gallons/flush	Single flush toilets: 1.28 gallons/flush Dual flush toilets: 1.28 gallons/flush effective flush volume (the composite, average flush volume of two reduced flushes and one full flush)		
Urinals	Exceed 1.0 gallon/flush	0.125 gallons/flush		
Showerheads	Exceed 2.5 gallons per minute	1.8 gallons per minute @ 80 psi. Also certified to the performance criteria of U.S. EPA WaterSense Specification for Showerheads (A hand-held shower is considered a showerhead.) For multiple showerheads serving one shower, the combined flow rate of all showerheads and/or other shower outlets controlled by a single valve shall not exceed 2.0 gallons per minute @ 80 psi, or the shower shall be designed to allow only one shower outlet to be in operation at a time.		
Faucets – Lavatory Faucets	Exceed 2.2 gallons per minute	Maximum 1.2 gallons per minute @ 60 psi; minimum 0.8 gallons per minute @ 20 psi	Within units: Maximum 1.2 gallons per minute @ 60 psi; minimum 0.8 gallons per minute @ 20 psi In common and public use areas: 0.5 gallons per minute @ 60 psi	0.5 gallons per minute @ 60 psi
Faucets – Kitchen Faucets	Exceed 2.2 gallons per minute	1.8 gallons per minute @ 60 psi May temporarily increase up to 2.2 gallons per minute @ 60 psi, and must default to maximum 1.8 gallons per minute @ 60 psi Where faucets meeting the above are unavailable, aerators or other means may be used to achieve reduction.	1.8 gallons per minute @ 60 psi May temporarily increase up to 2.2 gallons per minute @ 60 psi, and must default to maximum 1.8 gallons per minute @ 60 psi Where faucets meeting the above are unavailable, aerators or other means may be used to achieve reduction.	1.8 gallons per minute @ 60 psi

- If the existing plumbing fixture water usage/flow rate is equal to or lower than the figure shown, it is **not** required to be upgraded.



WATER-CONSERVING PLUMBING FIXTURES CERTIFICATE OF COMPLIANCE BY PROPERTY OWNER

Please refer to the attached California Civil Code Sections 1101.1 – 1101.8 which are part of this Certification form.

1. Is your real property a registered historical site?
☐ **No** Go to Question 2
☐ **Yes** Civil Code Sections 1101.1 through 1101.8 does not apply, skip remaining items and sign at bottom of the page.
2. Does your real property have a licensed plumber certifying that, due to the age or configuration of the property or its plumbing, installation of water-conserving plumbing fixtures is not technically feasible?
☐ **No** Go to Question 3
☐ **Yes** Civil Code Sections 1101.1 through 1101.8 does not apply, skip remaining items and sign at bottom of the page; also provide Licensed Plumber's Certification to the Building Division for verification.
3. Is water service permanently disconnected for your building?
☐ **No** Go to Question 4
☐ **Yes** Civil Code Sections 1101.1 through 1101.8 does not apply, skip remaining items and sign at bottom of the page.
4. Is your real property built and available for use or occupancy on or before January 1, 1994?
☐ **No** My real property is built and available for use or occupancy after January 1, 1994. Civil Code Sections 1101.1 through 1101.8 does not apply, skip remaining items and sign at bottom of the page.
☐ **Yes** My real property is built and available for use or occupancy on or before January 1, 1994. Civil Code Sections 1101.1 through 1101.8 applies, refer to the attached plumbing fixtures chart.
 - ☐ My property is a *single-family residential* real property. See Civil Code Section 1101.4.
On and after January 1, 2014, building alterations or improvements shall require all non-compliant plumbing fixtures to be replaced with water-conserving plumbing fixtures throughout the building.
On or before January 1, 2017, all non-compliant plumbing fixtures shall be replaced with water-conserving plumbing fixtures (regardless of whether property undergoes alterations or improvements).
 - ☐ My property is a *multifamily residential* real property. See Civil Code Section 1101.5.
On and after January 1, 2014, specified building alterations or improvements shall require non-compliant plumbing fixtures to be replaced with water-conserving plumbing fixtures.
On or before January 1, 2019, all non-compliant plumbing fixtures shall be replaced with water-conserving plumbing fixtures throughout the building (regardless of whether property undergoes alterations or improvements).
 - ☐ My property is a *commercial* real property. See Civil Code Section 1101.5.
On and after January 1, 2014, specified building alterations or improvements shall require non-compliant plumbing fixtures to be replaced with water-conserving plumbing fixtures.
On or before January 1, 2019, all non-compliant plumbing fixtures shall be replaced with water-conserving plumbing fixtures throughout the building (regardless of whether property undergoes alterations or improvements).

As the owner(s) of this property, I certify under penalty of perjury that non-compliant plumbing fixtures have been replaced with water-conserving plumbing fixtures in accordance with Civil Code Sections 1101.1 through 1101.8, the current California Plumbing Code and California Green Building Standards Code, and manufacturer's installation requirements, and that the water-conserving plumbing fixtures comply with the requirements as indicated in the table.

Property Owner Name (print) _____ Date _____

Property Owner Signature _____

Address _____