



## **PLAN SUBMITTAL GUIDELINES**

### RECOMMENDED DOCUMENT SUBMITTALS

#### **Drawings (blueprints) - 3 sets, minimum size 11" x 17", to scale**

- Cover sheet information -**  
Address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); applicable editions of state & local codes; description of project; gross area of structure; height of structure.
- Original signature of person preparing drawings**
- Plot plan (indicate scale) -**  
Lot dimensions; (indicate scale) ,dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and right-of ways adjacent to the site; location of easements and visible utilities on site; location of all driveways and site entrances.
- Architectural plans (drawn to scale) -**  
Exterior building elevations; floor plans identifying use of structure; building sections; details of all fire-rated assemblies; stairway, handrail & guardrail details; flashing details; roof covering specifications; exterior wall covering specifications; etc.
- Structural plans (drawn to scale) -**  
Footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured truss diagrams stamped & signed by design engineer (including ID #'s and splice & connection details.
- Plumbing plans & mechanical plans**  
If proposed, provide complete plumbing plans sufficient to show the size and location of all plumbing & mechanical fixtures, appliances, piping, tubing, etc.; indicate whether appliances are gas-operated, electric, or otherwise; etc. **[note: The use of ABS and PVC in drain, waste, and vent systems is expressly disallowed in the City of San Leandro for uses within or under any structures.]**
- Electrical plans -**  
Complete electrical plans which identify the location and capacity of the main site service panel and all sub-panels and show the location of all, new and existing receptacles, switches, lighting fixtures, etc.

#### **Calculations - 2 sets**

- Structural calculations -**  
wind load design factor,  $V$ , is 110 m.p.h. - exposure based on geographical location
- Seismic design category** determined by design professional considering construction design and site soil properties as per CBC sec 1613. (most of San Leandro is site class D or E)

#### **Applicable Construction Codes**

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2014

- 2013 San Leandro Building Code based on the International Building Code (2012 IBC), the International Residential Code (2012 IRC), and the International Existing Building Code (2012 IEBC)
  - Includes provisions for: 1) masonry chimneys to be designed to resist horizontal forces and to be inspected by an approved third-party inspector; and 2) structural repair and reconstruction of buildings damaged in declared natural disasters.
- 2013 California Green Building Standards Code ( *CALGreen* ),
- 2013 San Leandro Mechanical Code based on the California Mechanical Code (2012 UMC)
- 2013 San Leandro Plumbing Code based on the California Plumbing Code (2012 UPC)
  - Includes provisions for: 1) prohibition of the use of ABS or PVC piping material for any drain, waste and/or vent system(s).
- 2013 San Leandro Electrical Code based on the California Electrical Code (2012 NEC)
- 2013 California Energy Code
- 2013 San Leandro Fire Code based on the California Fire Code (2012 IFC)
  - 1. Sprinklers Systems 2. Alarm Systems 3. Baled Storage

[NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]