



Building Plan Check Submittal Checklist

Residential

4 complete sets of signed plans (plans for non-conventional construction must be stamped and signed by a California licensed professional) (Preferred 24X36)

3 complete Sprinkler set of plans signed by a California licensed design professional for Rancho Adobe Fire Protection District. Submit a RAFPD application (provided by the City of Cotati Building Division) and submit to Building Department.

Commercial

4 complete sets of stamped and signed plans by a California licensed design professional for the City of Cotati Building Department.

3 complete Sprinkler sets of plans signed plans by a California licensed design professional for Rancho Adobe Fire Protection District. Submit a RAFPD application (provided by the City of Cotati Building Division) and submit to the Building Department.

For food service project submittals, (1) complete set of signed and approved plans by Sonoma County Department of Health Services must be submitted.

Fees

A plan check deposit fee of \$300.00 is required at time of submittal. Actual fee amount is based on valuation of structure(s). Additional plan check fees may be assigned if corrections are not properly made after an Initial plan check.

A complete set of plans consists of the following mandatory items:

- Fire Sprinklers All Commercial and Residential new construction is required to have installed an approved automatic fire Sprinkler System. This is a separate permit. Have a C-16 licensed contractor submit fire sprinkler plans to the City of Cotati for Rancho Adobe Fire Protection District to review.

- Plot/Site Plan Must comply with Minimum Standard Site Plan, depicting such things as property lines, north arrow, all buildings or structures, setbacks to property lines and creeks, driveways, lot dimensions, drainage features, contour lines, septic systems, well, fire standards, etc. Indicate cubic yardage of any proposed cut and/or fill placement.

- Floor Plan Show dimensions, use of each room, windows, doors, plumbing fixtures, electrical and mechanical features. Provide separate plumbing, mechanical, and electrical plans for commercial projects.

- Foundation Plan Show dimensions, type of foundation, details of all footings (interior and exterior), fireplace supports, porches, patios, garage slabs, straps, tie downs, anchor bolts, retaining walls, crawl space access and ventilation.

- Elevations Exterior views from each side (min. of 4 sides) showing and identifying all exterior building materials, windows, doors, roof pitch, existing and proposed grade, setbacks, to all slopes steeper than 3:1 (horiz.:vert.) stepped footing outline and appropriate details.

- Framing Plan Show all floors, ceilings, roofs, stairs, walls, decks and porches. Identify the size and spacing of all framing members, locate all tie downs, connections and cross reference all applicable details. Dimension heights of floors, ceilings and roofs from grade.

- Cross Sections At least one cross section through entire building from bottom of footing to top of roof structure. Identify all structural members and insulation. Include other sections as required for complex structures, fireplaces, and special framing details.

- Structural Details Structural details of all foundation, floor, wall, and roof construction. Include connections, support of beams, flashing and wood to earth separation details.

- Signed Drawings Plans must be signed by the designer. If the structure is commercial, non-wood framed, a residence higher than two stories, non-conventional construction (metal, concrete, or masonry), or a residential project with more than four (4) dwellings on a single parcel, the plans must be signed by a licensed engineer or architect.

- Handicap Accessibility Detail for all existing and new handicap accessible features shall be shown on all commercial building plans.
- Green Building CalGreen Checklist showing compliance with minimum mandatory requirements must be incorporated into project plans. Identify where these measures are shown on plans.

Other Items Which May Be Required:

- Title 24 Energy Calcs All new construction and additions that increase conditioned floor space and volume require two (2) signed and stamped sets of Title 24 energy calculations. Energy Calculations may be incorporated into building plans.
- Engineering Calcs Any non-conventional construction (metal, concrete, masonry or long spans) requires two (2) signed and stamped sets of structural calculations.
- Geotechnical Report Two (2) signed and stamped sets are required if indicated in structural calculations, building plans, subdivision development plans or by site evaluation.
- Truss Calcs & Layout Two (2) signed and stamped sets are required prior to under floor inspection when engineered trusses are used. Trusses over 40 feet long require engineered design of supporting walls at initial plan check submittal.
- Special Inspections When special inspections are required by CBC Section 1704, the architect or engineer of record shall prepare an inspection program which shall be submitted to the building official for approval prior to issuance of the building permit.
- Elevation Certificate Required if project is located within 100 year Flood Zone.
- Creek Setback Required when adjacent to year round creek. Minimum setback of 30' from top of bank shall be provided for any buildings, mobile homes, garages, swimming pools, storage tanks, parking spaces, driveways, decks more than 30" above natural grade, retaining walls, or other similar structures.
- Food Service Sonoma County Department of Health Services Environmental Health Department Approvals

City of Cotati Departments

Engineering 665-3620
RAFPD (Fire) 795-6011
Planning 665-3637
Public Works 665-3620

**County of Sonoma Department of Health Services
Environmental Health Division
625 5th Street
Santa Rosa, CA 95404
565-6544**

**County of Sonoma Fire Services – Hazmat/CUPA
2300 County Center Drive, Suite 221A
Santa Rosa, CA 95403
(707) 565-1152**

**Santa Rosa Utilities
69 Stony Circle
Santa Rosa, CA 95401
(707) 543-4200**