



Submittal Requirements Building Plan Check

Submittal documents may vary based on scope of work. Prior to submitting into plan check, applicants are advised to come to the Permit Center (175 N. Garfield Ave) and talk to a representative from Building, Zoning, Design and Historic Preservation, Fire and Public Works to determine what documentation will be required at the time of submittal. Department of Transportation (DOT), Environmental Health, and Water and Power staff are available by appointment only.

Helpful Contact Information:

Staff Person	Department	Telephone Number
Associate Engineer	Department of Transportation	(626) 744-7228
Senior Utility Service Planner (Water)	Department of Water & Power	(626)744-7064
Building Plan Checker of the Day	Planning & Community Development	(626) 744-7601
Design and Historic Preservation	Planning & Community Development	(626) 744-6916
Environmental Health Specialist	Department of Public Health	(626) 744-6067
Fire Plan Checker	Fire Department	(626) 744-7574 (626) 744-7596
Plan Check Router	Planning & Community Development	(626) 744-4150
Public Works Plan Check	Public Works	(626) 744-3762
Utility Service Planner (Power)	Department of Water & Power	(626) 744-4495
Zoning Planner of the Day	Planning & Community Development	(626) 744-6777



SUBMITTAL REQUIREMENTS FOR ALL PROJECTS:

- SUBMITTAL REQUIREMENT CHECKLIST** (this form)
- FULLY DIMENSIONED PLANS** - 5 full size sets (24"x36") **OR** 3 reduced sets (11"x17") & CD
 - a. Title Sheet (see below for details)
 - b. Site Plan (see below for details) and Vicinity Map
 - c. Fire Department Site Plan (see below for details)
 - d. Architectural Floor plans of all stories (see below for details)
 - e. Elevations (see below for details)
 - f. Architectural Sections, if project is more than 1-story or includes subterranean sq.ft. or attic space
 - g. Architectural Roof plan, include roof pitch, mechanical equipment and screening
 - h. Demolition Plan (see below for details)
 - i. Structural Plans (see below for details)
 - j. Framing Plans (see below for details)
 - k. Mechanical Plans (see below for details)
 - l. Plumbing Plans (see below for details)
- TITLE SHEET**
 - a. Project Address and Assessor Parcel Number
 - b. Brief Project Description
 - c. Lot Size
 - d. Required and Proposed Setbacks
 - e. Required and Proposed Height and Number of Stories
 - f. Allowable Density, Proposed Density
 - g. Required Calculations - existing and proposed square footage, demolished square footage, Floor Area Ratio, lot coverage, parking requirements, etc.
 - h. Valuation of Proposed Project
 - i. Zoning Designation and General Plan Land Use Designation
 - j. Current Applicable Code Edition
 - k. Existing and Proposed Uses
 - l. Occupancy Group per CBC Classification - Residential, Assembly, Business, etc
 - m. Owner's name, Name of Architect/Designer or person preparing the plans, and any other professionals associated with the project
 - n. Date plans were prepared
 - o. Reference any applicable case numbers such a conditional use permit nos., variance nos. etc.
- SITE PLAN**
 - a. Include all property lines, easements, lot dimensions, streets/alleys with dimensions
 - b. Outline and dimension of all existing and proposed structures with their uses identified, including accessory structures such as patios, decks, garages, pools etc.
 - c. Highlight or hash proposed addition or remodel area
 - d. Show all existing and proposed work within the Public right-of-way, including drive apron, drainage improvements, trees, meters, street lights, pull-boxes, utility poles etc.
 - e. Required and proposed yards dimensions
 - f. Show the size and location of any trees affected by proposed construction



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- g. Vicinity Map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of site plan)
- h. North arrow and drawing scale

FIRE DEPARTMENT SITE PLAN - an approved Fire Apparatus Access road shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The Fire Apparatus Access Road shall be extended to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

- a. Show location of Fire department Connection (FDC) in address site of the building
- b. Show Location of Double Detector Check Valve (DDCV)
- c. A current fire flow report not older than 6 months, performed by the Pasadena Water Department shall be provided to the fire department when applying for building permits to construct or add to any structure
- d. Provide an approved access walkway leading from fire apparatus access roads to exterior opening of the building
- e. Delineate new development from the closest fire department access road (sprinklers system required for development less than 150 feet from fire department access road)
- f. Show Location of Public Hydrant within 100 feet of FDC
- g. Submit Fire Sprinkler Plan if required: All new construction shall be provided with Automatic Fire Sprinkler System per Pasadena Municipal Code, except garages, carports and similar structures provided no portion of the structure is located more than 150 feet from approved Fire Department Access road at the approval of the Fire Code Official. A Fire Sprinkler system required in existing building if the new addition is greater than 50% in the total floor area of existing building or a total increase of more than 1000 square feet OR if the value of alterations exceed 50% of the replacement value of the structure OR if there is an occupancy classification change to a more hazardous use, as determined by the Fire Code Official OR if any existing Group R Division 1 occupancy is subdivided to condominium or any non- residential occupancy is converted in part or whole, to a residential occupancy.
- h. Submit a Fire Alarm System Plan if required: An approved automatic fire alarm system shall be installed in all new construction of 10,000 sq. ft or more; 2) Fire Alarm System is required in an existing building if the new addition is greater than 50% in the total floor area of existing building OR a total increase of more than 1000 square feet, OR if value of alterations exceed 50% of the replacement value of the structure OR if there is an occupancy classification change to a more hazardous use, as determined by the Fire Code Official; OR whenever any existing Group R Division 1 occupancy is subdivided to condominium or any non- residential occupancy is converted in part or whole, to a residential occupancy.
- i. Square Footage of Construction
- j. Emergency Responder Radio Coverage: All buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage level of the public safety communication system per California fire Code.

ARCHITECTURAL FLOOR PLANS

- a. Provide floor plans for each level of buildings
- b. Label overall footprint dimensions and the incremental dimensions where there are changes in the exterior building lines
- c. Show the interior layout including walls and other fixed objects (counters, booth, freezers, pews)
- d. Label incremental dimensions showing the size of individual rooms that add up to the overall footprint dimensions
- e. Label the proposed (and existing, if any) use of each room. For assembly uses, indicate which are assembly areas



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- f. Show the location of unfixed objects related to the project. For restaurants, show seats and tables. For markets, show display racks
- g. Label the dimension and outline of outdoor features (including columns and support posts) immediately adjacent to the building, such as roofed projections (porch covers, patio covers, awnings, canopies) and ground-level paving (landings, steps). Use a single dashed line for rooflines and single solid line for paving edges to distinguish these from other items on the floor plan
- h. Label the location and size of exterior openings (doors, windows)

DEMOLITION PLANS

- a. Identify walls, windows, doors and site features that are proposed to be removed with dimensions
- b. Identify any changes to the exterior of the structure
- c. Include the Design Review or Certificate of Appropriateness decision letter if applicable

ELEVATIONS

- a. Provide elevations of all four sides of buildings indicating the different features on the elevations with a key (e.g. 1,2,3) that relates to a color and material table on the same sheet
- b. Provide a table stating the color and material information (manufacturer's name, item name, common name, texture, color...etc.) for each key (1, 2, 3) on the elevations
- c. For remodels and additions: Distinguish between the existing and new portions of an elevation. Provide an existing elevation showing how the structure presently appears
- d. Label existing and finished grades
- e. Label the overall height of the building and incremental heights of the floor and ceiling of each level to the top of the building façade from existing grade
- f. Provide exterior section elevations of building projection, wings, and other sides not visible on the four elevations provided.
- g. Label the roofline (in dashed lines) if it is located behind a parapet or other façade that extends above the roofline.
- h. Show the typical location of roof-mounted equipment to show that it is screened from all building sides
- i. Depict compliance with encroachment plane requirements, if applicable
- j. For projects that were subjected to Design Review or a Certificate of Appropriateness, provide wall sections and architectural details with reference to locations on elevations and calls-outs to large-scale architectural details consistent with those approved during design review; include a copy of the Decision Letter on plan sheets and ensure that plan submitted for building plan check reflect compliance with conditions of approval

STRUCTURAL PLANS – plans and calculations must be stamped and signed by licensed professional*

- a. Identify the use of each room (kitchen, bedroom, family room etc.) with dimensions
- b. Show the location, size and operable type of all existing and proposed windows and doors, including emergency escape and rescue windows
- c. Show landings at doors, location of smoke detectors, carbon monoxide alarms, stairs with rise and run, handrails, guardrails, etc.
- d. Show complete detailing of structural connections for lateral and vertical stability, structural specifications, structural and construction details
- e. Show elevations and cross-sections of building height, type of exterior wall-finish materials
- f. Show exterior stairs, chimney, eaves, and any other architectural features
- g. Show how space is heated



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Building Plan Check

- h. Show all relevant features and compliance documentation of the California Green Building Standards Code requirements
- i. Show all relevant features and compliance documentation of Title-24 reports
- j. Dimensioned foundation plan
- k. Site drainage plan
- l. All necessary notes

***Engineering is required for any structure not conforming to the conventional light wood framing and bracing requirements per prescriptive provisions of California Residential Code. All 2 or more story building additions require the stamp of a licensed professional (Architect or Engineer).**

PARKING AND CIRCULATION PLAN – existing and proposed

- a. Location, number, dimension and type of spaces (regular, tandem, loading, ADA if applicable)
- b. Detailed accessibility compliance, including the route of ingress/egress for vehicles and pedestrians
- c. Vertical clearance
- d. Turning radius dimensions
- e. Garage door width
- f. Guest parking labeled, if applicable
- g. Slope of ramps leading to garage
- h. Dimension of column to aisle way
- i. Landscaping within parking lot
- j. Garage door width with back up radius indicated
- k. Height of garage to ridge
- l. Trash enclosure if not outside
- m. Include a calculation of how the proposed project complies with the number of required parking spaces in Zoning Code, Chapter 17.46

STRUCTURAL CALCULATIONS – 2 sets each

- a. “Wet” stamped and signed Structural Calculations
- b. Roof truss calculations
- c. Energy Title-24 reports and energy features on plans

FRAMING PLANS

- a. Floor framing plan
- b. Roof framing plan – include ceiling framing and type of roofing materials

ELECTRICAL PLAN – Any new panel or panel upgrade up to 200 amps single phase (1Ø) or 100 amps 3 phase (3Ø-where available) requires a meter spot by Pasadena Water and Power. Any service over 200 amps single phase 1Ø or 100 amps 3 phase 3Ø requires a private property transformer. For new service location, contact Pasadena Water and Power at **(626) 744-4495**.

- a. Location of electrical meter (existing and proposed)
- b. Location of sub-panels and switches
- c. Location of transformer (any panel more than 200 amps 1Ø will require a transformer)
- d. Size of main switch
- e. Number and size of service entrance conductors
- f. Lighting and outlet layout
- g. Circuit schedule and demand load
- h. E-Sheets – if the project includes 200 amps 1Ø or more, or 3Ø.



- i. Single line diagram

PLUMBING PLAN – For new service, contact Pasadena Water and Power at (626) 744-7064.

- a. Show all plumbing relevant fixtures and required clearances
- b. Include pipe size, material type and fixture unit table
- c. Water distribution
- d. Waste and venting
- e. Gas distribution
- f. Fixture calculations
- g. Irrigation layout if applicable
- h. K-Sheets – Include equipment schedule

MECHANICAL PLAN

- a. Location and size of all registers (supply and return)
- b. Size, location, and manufacturers specifications for all equipment
- c. Location of all vents penetrating exterior walls or roofs

GRADING PLAN – Required if grading is in excess of 50 cubic yards

- a. Include import and export amount;
- b. Show internal and external rights-of-way and any vehicular access or other easements.
- c. Show location of structures on adjacent properties and their uses.
- d. Show mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way)

LANDSCAPE PLAN – Required if landscaping is proposed

- a. Location of all property lines
- b. Plant palette including the common and botanical plant names, the container size and the quantity proposed
- c. Location of existing trees to be retained or removed (label species, common name and DBH)
- d. Location of the required canopy trees and tree wells
- e. Garden summary including the information required on the site plan
- f. Delineate the boundary of the main garden and total garden areas required for multi-family residential projects
- g. Paving materials
- h. Net floor area
- i. Label landscaped areas included to meet open space requirements and provide calculations
- j. Detail of tree well
- k. Location and height of planters
- l. For projects that require design review, provide landscaping and hardscape details including walls and fences, site furniture, paving and any water features consistent with plans approved during design review

LIGHTING PLAN

- a. Location of all exterior light fixtures
- b. Height of freestanding light fixtures
- c. Location of lighting fixtures in the main garden (for City of Garden Projects)
- d. Specification sheet of the light fixtures incorporated into the plan



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FENCING PLAN

- a. Show the location of each fence, wall, and gate on the site keyed (1, 2, 3) to a legend with the information on the height, length, width, status (proposed or existing), color and material. For small projects, this information may be provided on the site plan sheet.
- b. Provide dimensioned and scaled typical cross-section, including information on the difference in grades (retaining walls), for each fence and wall type. For fencing along lot lines: provide additional information on distances to lot lines.
- c. For decorative walls, fences, and walls: provide typical elevations.

FIRE FLOW REPORT – A current fire flow report not older than 6 months, performed by the Pasadena Water Department shall be provided to the Fire Department when applying for building permits to construct or add to any structure

SOILS REPORT - 2 sets, required for Hillside Development Permit projects, new construction, construction not using conventional foundation, construction on or near a slope (3:1 or steeper), or as required by the Building Official.

ADDITIONAL REQUIREMENTS FOR RESIDENTIAL PROJECTS:

BEDROOM COUNT – Existing and Proposed (Required for Public Works calculation of Sewer Facility Charge, and Residential Impact Fee)

UNIT CALCULATIONS - Number of units, number of affordable units vs. market rate units, number of bedrooms per unit, and square foot per unit

TRASH AND RECYCLING FACILITIES – Show location of trash and recycling facilities

CROSS SECTION - Provide a cross section through the full length of the site

INCLUSIONARY HOUSING – Final Inclusionary Housing Plan and Agreement with required documents, if applicable

❖ Hillside Overlay District Project

TOPOGRAPHY MAP

- a. Show the entire site.
- b. The topographic map shall be prepared with a contour interval of not more than five feet.
- c. Identify all areas of the site with slopes of 15 percent or less, all areas of the site with slopes that are more than 15 percent but no more than 50 percent, and all areas of the site with slopes of 50 percent or more.
- d. An average slope calculation is required for the entire lot area. Refer to Section 17.29.050.J of the Zoning Code for additional information.



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- HILLSIDE CALCULATIONS:** Slope gradient, Floor Area Ratio
 - a. Provide a data table that shows compliance with the floor area calculations in Section 17.26.060.A of the Zoning Code.
 - b. The total gross floor area of all structures on a site shall not exceed the area provided by Section 17.26.060.A of the Zoning Code.

❖ *City of Gardens Project*

- PRELIMINARY PLAN CHECK**
 - a. All City of Garden Projects are required to go through the Preliminary Plan Check (PPC) process to verify compliance with the Zoning Code. Only upon completion of the PPC process, and the issuance of a Compliance Letter, may an applicant submit for plan check.
 - b. Plan checks submitted shall be in compliance with the plans reviewed through the PPC process.
- GARDEN SUMMARY: Provide a Garden Summary Table on the plans with the following information:**
 - a. Main Garden required
 - b. Main Garden provided – delineate the boundaries of the main garden area and finished grade elevation
 - c. Total Garden required
 - d. Total Garden provided
 - e. Unenclosed encroachment in main garden permitted
 - f. Unenclosed encroachments in main garden provided
 - g. Enclosed encroachment in main garden permitted
 - h. Enclosed encroachments in the main garden provided
 - i. Percentage of front yard encroachments permitted
 - j. Percentage of front yard encroachments proposed
 - k. Percentage of main garden planting vs. paving
- BLOCK FACE AVERAGE:** Provide a Block Face Diagram for both sides of the street to verify the single-story building requirement and to determine the front setback requirement for the project

ADDITIONAL REQUIREMENTS FOR COMMERCIAL PROJECTS:

- BUILDING TYPE CLASSIFICATION**
 - a. Occupancy Type (proposed and existing)
 - b. Occupant Load for each room
 - c. Delineate direction of door swing (doors shall swing in direction of exit where occupant load is greater than 50)
 - d. Identify exit sign (each room needs 2 exits)
 - e. Show emergency lighting
 - f. Specify prior (existing) and proposed use
- FLOOR PLAN OF BUILDING SHOWING ADJACENT TENANT SPACES**



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- SQUARE FOOTAGE BREAKDOWN** - Show the calculation of square footage broken down by different uses, such as parking, retail space, office space, storage, etc.

ADDITIONAL REQUIREMENTS FOR MIXED-USE PROJECTS: - In addition to all requirements for residential and commercial projects, please provide:

- SQUARE FOOTAGE BREAKDOWN** - Show the calculation of square footage broken down by different uses, such as parking, retail space, office space, residential units, storage, etc.

ADDITIONAL REQUIREMENTS FOR PROJECTS REQUIRING HEALTH REVIEW

- For Permanent Food Facilities (includes restaurants, food retail locations, cafeterias, licensed health care kitchens, retail food processing location or any other operation where food is consumed on or off the premises, regardless of whether there is a charge for the food):
- Identify the DBA and address of the food facility.
 - Indicate the type of facility (e.g. restaurant, food market, retail food processing, etc.) on the plans. Indicate if alcoholic beverages will be served.
 - Submit a complete menu detailing all food and beverage items (Standard Operating Procedures or HACCP plan may be required)
 - Include a detailed site plan. This plan must show the cross streets with the layout of the center indicating the proposed exterior refuse area including hose bibs and approved drainage.
 - Provide the total square footage of the facility.
 - Indicate the number of employees per shift including managers.
 - The floor plan must identify: food preparation, serving and seating areas, restrooms, office, employee change room, storage, dish washing, janitorial and trash area. Include all interior and exterior doors.
 - Provide equipment layout, including elevations of equipment and specifications, clearly numbered and cross-keyed with the equipment list. Include manufacturer make and model numbers.
 - Provide Specification or cut sheets for equipment that clearly shows the certification.
 - Provide plumbing layout showing the sewer lines, cleanouts, floor drains, floor sinks, vents, grease trap or grease interceptor, hot and cold water lines, and direction of flow to sanitary sewer.
 - Provide exhaust ventilation layout including location of hood and make up air returns and ducts.
 - Lighting plan, indicating the exact foot candles for each area as required per the California Retail Food Code.
 - Finish schedule showing floor, base cove, wall and ceilings for each area shown on the plans in a table format.

For additional information on what must be included in the plans, refer to Plan Check Guide for Permanent Food Facilities (http://cityofpasadena.net/publichealth/environmental_health_services/)

- For Body Art Facilities (including Permanent Makeup)
- The plans must indicate the layout of procedure areas, cleaning and sterilization area, sink counters, storage areas, equipment, toilet facilities and reception areas.
 - An equipment list that identifies all equipment that will be utilized at the facility.
 - A room finish schedule form shall be submitted if any modifications are to be done on the facility.
 - An Infection Prevention Control Plan that discusses the decontamination procedures for the facility and its operations. The Infection Prevention and Control shall include all of the following:
 - Procedures for decontaminating and disinfecting environmental surfaces.



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- Procedures for decontaminating, packaging, sterilizing, and storing reusable instruments.
 - Procedures for protecting clean instruments and sterile instrument packs from exposure to dust and moisture during storage.
 - A set-up and tear-down procedure for any form of body art performed at the body art facility.
 - Techniques to prevent the contamination of instruments or the procedure site during the performance of body art.
 - Procedures for safe handling and disposal of sharps waste.
- c. Copies of the consent and aftercare instruction forms.
- d. A practitioner list that lists all body artists that will perform body art at the facility.

For additional information on what must be included in the plans, refer to Body Arts Facility Plan Check Overview at (http://cityofpasadena.net/publichealth/environmental_health_services/)

ADDITIONAL REQUIREMENTS FOR PROJECTS WITHIN HIGH FIRE SEVERITY

ZONE: Please visit the Fire Department website (http://cityofpasadena.net/Fire/Forms_and_Publications_Alphabetical/) for the 2008 Adopted - Fire Hazard Severity Zone Map to determine if your project site is within the Fire Hazard Severity Zone to determine if your project site is within the High Fire Severity Zone

- FUEL MODIFICATION LANDSCAPE PLAN** shall indicate all plant and tree species compliant with the Vegetation Management Compliance in addition to planting distance, canopy sizes, irrigation system and landscape management within defensible spaces in proximity of all structures.
- PLANS shall include** building materials, system and/or assemblies used in the exterior design and construction of new building or addition to existing building shall comply with the requirements of California State Fire Marshal for exterior wildfire exposure.