



**Town of Ross**  
**Building Department**  
Post Office Box 320, Ross, CA 94957

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## **PLAN SUBMITTAL CHECKLIST**

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### **PROJECT INFORMATION SHEET (COVER SHEET)**

- Project address and assessor's parcel number (APN)
- Applicable codes and code editions
- Owner name and address
- Occupancy group
- Type of construction
- Applicable building codes, Title 24 energy requirements, Municipal codes
- Detailed scope of work
- Total square footage of existing and new building(s)
- Index of drawings
- Professional/designer information/sign each page

### **SITE PLAN (TYPICALLY 1/8" = 1')**

- Property lines including dimensions
- Label existing building and structures and indicate use
- Label proposed building and structures and indicate use
- Dimensions from existing building and structures to property lines
- Dimensions from proposed building and structures to existing buildings
- Dimensions from proposed building and structures to property lines
- Dimensions of existing building and structures
- Dimension of proposed building and structures
- North arrow and drawing scale used
- Location of easements, utilities, driveway, sidewalk, drainage flow
- Street name(s) and location
- Gas and electric service location

### **FLOOR PLAN (TYPICALLY 1/4" = 1')**

- A separate plan for each floor level
- Existing and proposed floor plan
- Description (usage) and dimensions of all rooms
- Location of doors and windows with type and sizes
- Location of electrical, plumbing, and mechanical

### **ROOF PLAN / CEILING FRAMING (TYPICALLY 1/4" = 1')**

- Size, span, and spacings of roof members and sheathing
- Roofing material and roof slope

- Rafters and rafter ties or connections
- Ceiling framing
- Insulation
- Attic ventilation and access
- Provide grid lines of both axis

**ELEVATIONS/SECTIONS (1/4" = 1')**

- Grade and slope of property
- Exterior elevation views of proposed construction areas
- Architectural finish features (type of exterior covering, roofing, eave details)
- Porches, decks, stairs, windows, and skylights
- Section views for framing details with floor, ceiling, and roof heights
- Eave dimension / gutter type with downspout
- Wildland Urban Interface (WUI) materials for siding, doors, eaves, roofing, foundation vents, attic vents, windows, and decks. Include the WUI material call outs in the details

**FOUNDATION PLAN (1/4" = 1')**

- Dimension, width, depth, spacing, extent, and location of foundations, piers, and retaining walls
- Floor slabs, including reinforcing and vapor barrier
- Foundation details showing rebar size, spacing and placement, including size and spacing for anchor bolts, hold downs, and posts caps and bases
- Include grid lines of both axis

**ELECTRICAL PLAN (1/4" = 1')**

- Show location of light fixtures, switching, receptacles, electric panels, air conditioning units, fans
- Show type of lighting to be used with a legend
- All light for residential shall be high efficacy
- Show type of switch to be used with a legend

**OTHER ITEMS:**

- Cal Green checklist for qualifying projects
- Energy analysis
- Structural plans
- Geotech calculations
- Structural calculations
- Civil plans including erosion control measures
- Landscape plans
- Construction management plan