



BUILDING PERMIT PLANS & REQUIREMENTS

Development Services Department / Building Division
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All plans shall be legible and drawn to scale. If the plans have been drawn by an engineer, designer, or architect, each page shall be signed. Each page shall be numbered and the entire plan set shall be submitted in a single .PDF file. Plans shall consist of the following:

PLOT PLANS show the general layout of the lot. The plot plan must show the following:

- Scope of work describing all work to be completed.
- Assessor Parcel Number(s).
- North arrow and scale.
- Zoning Information: Include required zoning table, lot coverage calculations and front yard setback table (see examples below).
- Provide required and proposed parking (for commercial, industrial and multi-family projects)
- Show property lines and required setbacks (front, rear, side) with dimensions shown.
- Show dimensions with distances between structures and to property lines on all sides.
- Adjacent streets and easements. Show names, easement types, full widths, and centerlines. Recording date and number for each easement shown on plans. Provide a preliminary title report dated within 6 months with easement locations plotted and copies of recorded easements.
- Pedestrian path of travel and accessibility requirements per California Building Code.
- Existing and proposed parking and drive aisles with dimensions
- Location and use of proposed (new), as-built (non-permitted), and existing (permitted) construction. All structures must be labeled "Proposed", "As Built", or "Existing".
- Existing and proposed impervious area for the property shall be listed. Stormwater quality requirements and a management plan may be required.
- Driveway location, width and surfacing.
- All architectural projections: patio covers, stairs, balconies, covered walks.
- Existing and proposed retaining walls including material type, top of wall and top of footing elevations. Existing and proposed fencing including material type and height.
- Approved grading plans. For projects that don't require a grading permit, provide existing and proposed drainage and contours, pad and finished floor elevations, existing and proposed drainage features labeled with size, designation if public/private and reference drawing number. Plans shall include proposed grading quantities (cut/fill and total amounts in cubic yards and maximum cut/fill depths).
- Existing and proposed utilities including water and sewer laterals and mains including size of line, designation if public/private, sewer cleanout, water meter, fire hydrant location, septic systems and access to public facilities. Existing water and sewer mains should be labeled with referenced drawing number for as-builts. Existing and proposed gas, electric and communications facilities.
- If site is within Special Flood Hazard Area: show limits of the floodway and floodplain.
- Approved landscape plans showing fire management zones and fire mitigation measures. For projects that don't require a landscape plan provide a Vegetation Management Plan.

FOUNDATION OR FOOTING PLAN shall show the following:

- Locations and sizes of pier footings, grade beams and continuous footings.
- All footing dimensions, slab dimensions and all reinforcing steel
- Type, size and location of all hardware, foundation bolts, straps, hold downs, post bases etc.
- For raised wood-framed floors, show size and spacing of all girders and floor joists
- Access to under floor areas and ventilation requirements
- Continuous footing under all bearing and shear walls.

- Soils report, if required.

FLOOR PLAN: Floor plans must show the following:

- Exterior and interior dimensions.
- Size and intended use of all rooms.
- Location, size, type, and operation of all doors and windows.
- Locations of plumbing fixtures, water heater, heating units, AC units, and major appliances.
- Location of smoke detectors.
- Location of carbon monoxide alarms.
- Location of all gas outlets.
- Emergency egress windows at all rooms which could be used for sleeping.
- Fire separation between the dwelling and the garage including wall, ceiling and door protection.

EXTERIOR ELEVATIONS a drawing or view of each exterior wall, which shows:

- Doors, windows, and other openings.
- Type of roof covering and roof pitch.
- Exterior finishes – to match existing.
- Colored Architectural Elevations showing existing and proposed heights, materials and colors.
- Cross Sections showing and dimensioning each set back condition at each property line.

CROSS SECTIONS looking through the building as may be necessary to show the structural arrangements and material from the ridge to the foundation. This includes the size and spacing of the studs, joists, girders and rafters. Show the clearance from earth to wood floor, ceiling heights, eave projections and roof pitch for new wall and ceilings. Cross sections may also be required through slopes, retaining walls and fences.

ROOF PLAN shows the following:

- Roof Pitch
- Size and location of sky lights
- Roofing type and underlayment
- Roofing must be rated Class A
- If not using trusses provide framing detail for roof calling out all lumber sizes and connections

FRAMING PLANS & DETAILS provide plan view framing plans for each level of roof and floor framing. The ceiling framing may be shown on the same plan as the roof framing provided the ceiling members are clearly distinguished from the roof members. The framing plans shall show the following:

- All exterior walls and bearing walls immediately below the level of the framing.
- All openings in the walls shown to scale with the size of the header or beam over the opening clearly specified.
- All cross sections and details clearly cross referenced with both the detail or section identification symbol and the page number on which the detail can be found.
- Columns, beams, girders. Show sizes, location, material, grade and connections.
- Thickness, grade, panel identification index and nailing schedule for all roof and floor sheathing.
- Location, width and type of braced wall panels (shear panels).
- Shear transfer details.
- Structural details cross-referenced to the framing plans showing all connections, supports, etc.
- Structural calculations if required.

ENERGY AND DISABLED ACCESS COMPLIANCE with California Administrative Code Title 24; submit plans and documentation and/or calculations to show compliance. Affix Title 24 forms to plans.

ELECTRICAL AND MECHANICAL PLANS an electrical plan is not required provided all lighting, smoke detectors, carbon monoxide detectors, exhaust fans, HVAC equipment, and outlets are shown on the floor plan. An electrical plan is required for commercial projects. Mechanical plans shall show location, size of equipment, and new ducts.

FORMS, FEES, AND OTHER PERMITS REQUIRED PRIOR TO PERMIT ISSUANCE:

- Construction Waste Management Plan (CWMP) Part 1 signed by EDCO, if required.
- School fees if the new habitable area is greater than 500 sq. ft. or any new commercial sq. ft.
- Completed permit application. The contractor is required to have an issued City of Poway business license.
- Health Department approval if the property is on septic or a health regulated business.
- Owner Builder Affidavit in there is no contractor for the job.
- HAZMAT/APCD form with any required stamps.
- Impact fees, if required.

OTHER ITEMS THAT MAY BE REQUIRED:

- Floodplain Development Permit, if work is within Special Flood Hazard Area.
- Right-of-Way Permit if any work is proposed within City easements or right-of-way.
- Trash Amendment Agreement: applies to commercial or industrial sites with storm drain inlets.
- Storm Water Management Plan: applies to priority development projects.
- Encroachment Removal Agreement: required for private facilities proposed in City easements or right-of-way.
- Administrative Clearing Permit with Biological Resources Technical Study: required for clearing or fire management of natural/native vegetation.
- Cultural Resources Study for projects in sensitive archeological areas or with historical resources.
- Graded Area Analysis.
- Visual Impact Analysis for projects within hillside areas.
- Covenants required by the Poway Municipal Code.
- Color and Materials Board.

EXAMPLE ZONING TABLES:

PLANNING TABLE (PMC 17.08.160)

Please provide a zoning information box with all the following information on your Site Plan or Cover Sheet. See example below:

| PLANNING/ZONING TABLE | | |
|----------------------------------|--|-----------------|
| ZONE: | RR-A; RR-B; RR-C; RS-1; RS-2; RS-4, ETC | |
| SPECIFIC PLAN (LAND USE): | RANCHO ARBOLITOS, ETC | |
| DEVELOPMENT STANDARD | REQUIRED | PROPOSED |
| FRONT YARD SETBACK | 40'0" | |
| REAR YARD SETBACK | 20'0" | |
| INTERIOR SIDE YARD SETBACK | 20'0" | |
| STREET SIDE YARD SETBACK | 50'0" | |
| LOT COVERAGE | 35% | |
| MAX HEIGHT | 35'0" | |
| REQUIRED PARKING | 2 Garage Parking | |

LOT COVERAGE CALCULATIONS (PMC 17.08.160)

The subject property is zoned _____, and the maximum lot coverage is _____. Please provide a table with lot coverage calculation of all structures over **net acreage**. Express lot coverage calculations as a percentage.

- a. **All structures should include primary residence, garage, carports, structures, and all accessory buildings and structures. Do NOT include patio covers (open on three sides), pools, spas, or freestanding open-air gazebos in lot coverage calculation.**
 - **Allow 800 SF deduction for ADU.**
- b. **Net Acreage (PMC 17.04.540)** means all land, utility easements and trails within a given area or project including residential lots, and other open space which directly serves the residents of the net acre; but exclusive of all public or private streets and other easements such as a floodway or flood-control channel.

| LOT COVERAGE CALCULATION | | |
|---------------------------|------------------|----------|
| STRUCTURES (SF) | EXISTING | PROPOSED |
| (E) SFD | - | - |
| (E) ATT. GARAGE | - | - |
| (E) DET. ADU | - | - |
| (E/P) HOME ADD. | - | - |
| NET ACREAGE (SF) | 20,000 SF | |
| (E) LOT COVERAGE (%) | - | - |
| (P) LOT COVERAGE (%) | - | - |
| TOTAL LOT COVERAGE | - | |

FRONT YARD SETBACK LANDSCAPE AREA (PMC 17.08.170.D.2)

Driveway and other concrete or asphalt concrete areas available for parking shall not exceed 50 percent of the required front yard area.

| FRONT YARD LANDSCAPE CALCULATION | | |
|----------------------------------|----------|----------|
| LANDSCAPED AREA (SF) | EXISTING | PROPOSED |
| Landscaped Area (SF) | - | - |
| IMPERVIOUS AREA (SF) | EXISTING | PROPOSED |
| DRIVEWAY | - | - |
| WALKWAY | - | - |
| PORCH | - | - |
| (%) LANDSCAPED VS IMPERVIOUS | | |
| LANDSCAPED AREAS (%) | -% | |
| IMPERVIOUS AREAS (%) | -% | |