

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

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PREPARING BUILDING PLANS BUILDING PERMIT SUBMITTAL REQUIREMENTS

To review any project a complete set of plans must be submitted. The scope of the project must be fully shown on the plans. For building plans to be useful they must be **legible and drawn to scale**. Plans should be prepared with lettering of sufficient contrast to be readable when microfilmed. The preferred minimum sheet size is 18" x 24". You may submit photocopies or prints (bluelines or blacklines). **Please, do not submit original tracings.** All plans submitted become the property of the County of Monterey.

The following list has been developed as a guide to assist you in the preparation of a complete set of building plans.

1. **MINIMUM PAGE/SHEET SIZE 18" X 24".**
2. **PREFERRED MAXIMUM PAGE/SHEET SIZE 24" X 36".**
3. **MINIMUM SCALE 1/8" = 1 ft. (1/4" scale preferred).**
4. **SITE PLANS**
5. **GRADING PLANS WITH DRAINAGE AND EROSION CONTROL**
6. **LANDSCAPING PLAN**
7. **ARCHITECTURAL PLANS**
8. **PARKING PLAN FOR COMMERCIAL AND MULTIFAMILY SUBMITTAL**
9. **EXTERIOR ELEVATION VIEWS (all sides)**
10. **ROOF FRAMING PLAN AND DETAILS OF ROOFING MATERIALS**
11. **FLOOR AND FRAMING PLANS INCLUDING CONNECTING DETAILS**
12. **CROSS SECTION VIEW**
13. **FOUNDATION PLANS AND DETAILS**
14. **POST, BEAM, JOIST AND FLOOR DECKING DETAILS**
15. **STRUCTURAL PLANS**
16. **MECHANICAL PLANS**
17. **PLUMBING PLANS**
18. **ELECTRICAL PLANS**
19. **STRUCTURAL CALCULATIONS (prepared and stamped by licensed professionals)**
20. **ENERGY FORMS AND CALCULATIONS**
21. **STRUCTURAL CALCULATIONS**
22. **GEOLOGIC AND GEOTECHNICAL REPORT**
23. **SOIL ENGINEER REVIEW LETTER**

Depending upon the specific conditions found on your property and the type of project you are submitting, some of the above requirements may not be pertinent to your project's building plans.

It is unlawful to alter the substance of any official form or document of Monterey County.