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. (¼” 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.