



CITY OF SAUSALITO

Community Development, *Building Division*
420 Litho St., Sausalito, CA 94965
(415) 289-4128 (P) / (415) 339-2256 (F)

PLAN SUBMITTAL CHECKLIST

PROJECT INFORMATION SHEET

- ☐ Project address / Assessor's parcel number (APN)
- ☐ 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 building (s)
- ☐ Index of drawings
- ☐ Professional / Designer information

SITE PLAN (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
- ☐ Dimensions of proposed building and structures
- ☐ North arrow and drawing scale used
- ☐ Location of easements, utilities, driveway, sidewalk, drainage flow
- ☐ Street Name (s)
- ☐ Street Address

FLOOR PLAN (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 sizes
- ☐ Location of electrical, plumbing, and mechanical

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

- ☐ Size, span, and spacings of roof members
- ☐ Roofing material and slope
- ☐ Rafters and rafter ties
- ☐ Ceiling framing
- ☐ Attic ventilation and access

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

- ☐ Grade and slope of property
- ☐ Minimum of two exterior views of proposed construction
- ☐ Architectural finish features (type of exterior cover, roofing)
- ☐ Size, span, and spacings of roof members
- ☐ Porches, decks, stairs, windows and skylights
- ☐ Section views for framing details
- ☐ Eave dimension / gutter
- ☐ Ceiling height

FOUNDATION PLAN (1/4" = 1')

- ☐ Dimension, size, depth, spacing, extent and location of foundations, piers, retaining walls
- ☐ Floor slabs, including reinforcing and vapor barrier
- ☐ Foundation details showing rebar size, spacing and placement, including size and spacing for anchor bolts, holdowns, and posts caps and bases

PLAN EXAMPLES

