



## CITY OF SAUSALITO

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

### PLAN SUBMITTAL CHECKLIST

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#### PROJECT INFORMATION SHEET

- Project address / Assessor 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 spacing of roof members
- Roofing material and slope
- Rafters and rafter ties
- Ceiling framing
- Attic ventilation and access

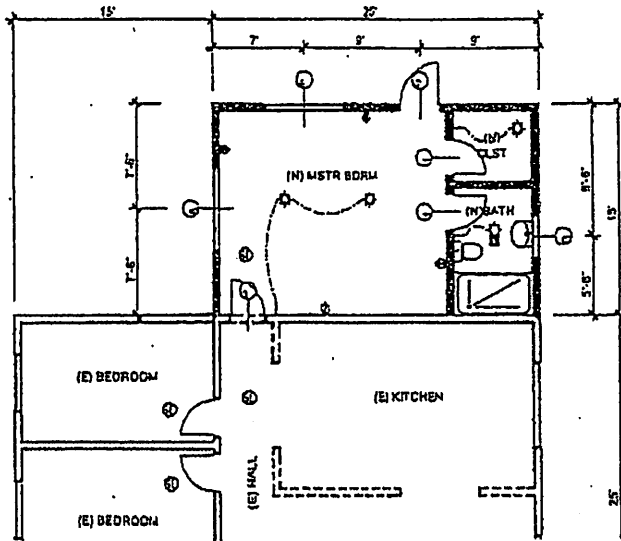
#### ELEVATIONS / SECTIONS (1/4" = 1')

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

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

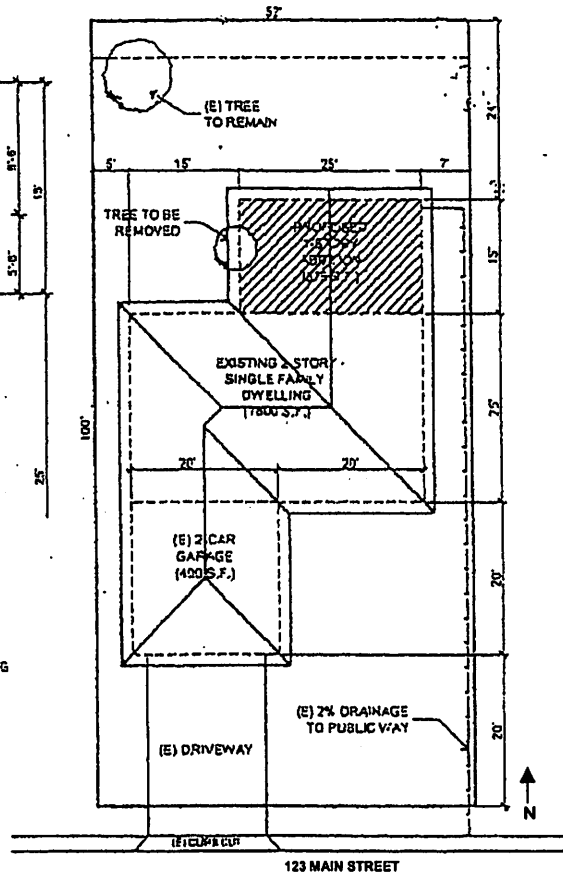
- Dimension, size, depth, spacing, extent and location of foundations, piers, retaining walls
- Floor slabs, including reinforcing and vapor barrier
- Foundation details showing rebar size, spacing and placement, including size and spacing for anchor bolts, hold-downs, and posts caps and bases

# PLAN EXAMPLES



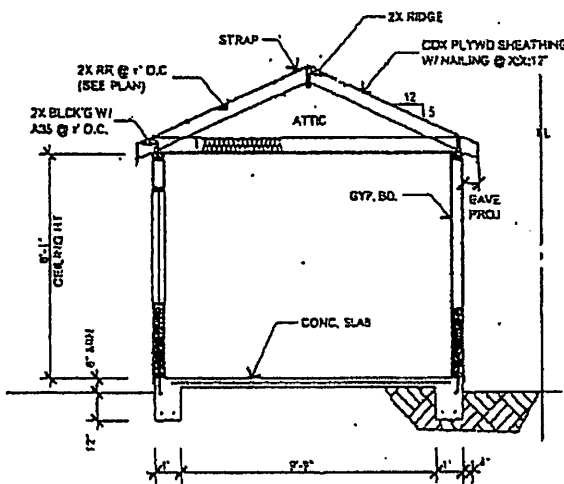
Sample Partial Floor Plan

scale =



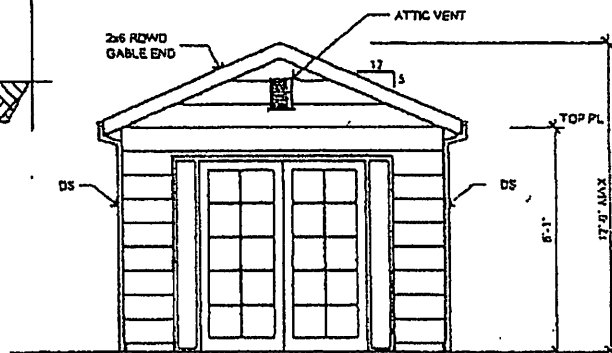
Sample Plot Plan

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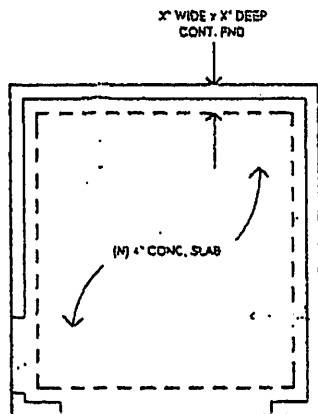
Sample Section View

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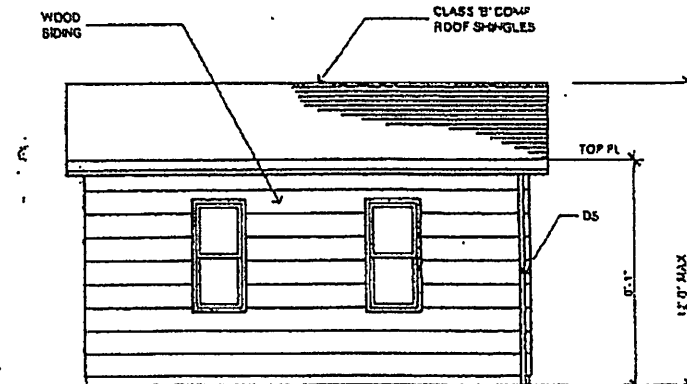
Sample Front Elevation

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Sample Foundation Plan

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Sample Side Elevation

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