



Building and Fire Prevention
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MASTER PLAN, TOWNHOUSE, MULTIFAMILY OR MIXED-USE BUILDING PLAN CONTENT SUBMITTAL CHECKLIST

The plans will need to be a minimum size of 24"x36" and they will need to be formatted to comply with the electronic plan format requirements: [Electronic Format Requirements](#)

This form is to be used by the Applicant to identify where in the plan set the following information can be found. The applicant must enter the plan sheet number for each line item.

Date: _____

Project Address: _____

Required Information	Plan Sheet Number
Each plan sheet identifies and is signed by the person responsible for the design.	
Each plan sheet drawn to scale and identifying the scale	
Each Plan sheet identifies the legal property owner and address	
Title Sheet	Plan Sheet Number
Legal Property Owner's Name, Address, and Phone Number	
Detailed scope of work/job description	
Building height/number of stories	
Building area	
Occupancy group	
Building construction types	
Proposed square footage of each structure	
Proposed percentage of the lot coverage	
Identify if proposed structure will have fire sprinklers	
Table of contents of plan sheets provided/Sheet index	
Name, type and contact information of each of design professionals	
Plan date/revision dates	
Symbol legend	
Abbreviations	
General notes	
Scale/dimensions	
Identify if project is in a Hazard Zone (ex: Flood, Geological, Hillside Combining, WUI/High Fire)	
Proposed deferred submittals	
Indicate if project is privately (CBC 11A) or publicly funded (CBC 11B)	
Parking calculation	
Accessible unit calculation	
Planning Divisions Approval Certificate with the Conditions of Approvals	
Conditions of Approvals relevant to the Building Permit incorporated into the design.	
Unit type with bedroom count	

Total livable square footage for the entire project (excludes garages)	
Total number of each type of unit for the entire project	
Total number of units for the entire project	
Site Plan	Plan Sheet Number
Show the Full Parcel, Lot Dimensions, Property lines, Street Name(s)	
Location of all recorded easements	
Proposed building footprint & roof line projections of all structures	
Location of proposed retaining walls	
Locations of all visible utilities (ex: electrical meters, gas meters, water meter, sanitary sewer clean outs, cable/phone boxes, PG&E infrastructure)	
Location of streams or creeks on or within 100' of the property	
Location, species, and size of trees that will be disturbed by the proposed work	
Tree protection plan	
Location and distance to the nearest fire hydrant from furthest portion of the structure	
Location of exterior mechanical equipment and distance to property line	
Dimensions between all structures	
Dimensions from property lines to structures	
A vicinity map with north arrow	
Location, plan type and unit/lot identification number of Below Market Rate units	
Location of accessible/adaptable units	
Location of each unit model or unit type	
Location of Common Space Elements such as Trash Enclosure, Trellis, Playground Equipment, Mail Boxes, BBQ, Firepit, etc.	
Demolition Plan if any	
Location of septic system and wells	
Location and size of open space areas	
Identify previously approved street names	
Identify locations of bicycle parking	
Site signage plan	
Floor Plan	Plan Sheet Number
Overall structure dimensions	
Room names based on use	
Each room dimension	
Dimensions at plumbing fixtures	
Door locations and swing direction	
Door dimensions schedule	
Window locations	
Window dimensions schedule also identify egress windows and safety glazing windows	
Stairway location with riser height and tread length	
Stair handrail location and construction details	
Guard location and construction details	
Location of fire-resistant construction and construction details	
Attic access location and size	
Underfloor access location and size	

Appliance locations	
Ceiling heights	
Natural light and natural ventilation calculations	
Fire-resistance construction plan	Plan Sheet Number
Location of fire-resistance walls	
Fire-resistance wall construction details	
Location of fire-resistance eave/overhangs	
Fire-resistance eave/overhang construction details	
Details for fire-resistance assembly penetrations with approved listings	
Wildland-Urban Interface fire protection compliance details	
Accessibility plan	Plan Sheet Number
Locations of accessible/adaptable units	
Accessible path of travel	
Accessible parking	
Accessible electric vehicle parking	
Site accessibility details	
Dwelling unit accessibility details	
Roof Plan	
Slope of the roof identifying the ridge, valleys, and hips.	
Roofing material	
Attic ventilation locations and calculations	
Overhang/eave length	
Fire-resistance eave locations and construction details	
Photovoltaic location with roof access and pathways	
Exterior Elevation	Plan Sheet Number
Proposed exterior elevations viewed from the north, east, south, and west	
Overall height of the structure measured from the ground level to the highest part of the structure	
Location of all exterior features, fixtures, and equipment	
Material of the exterior finishes	
Foundation vents with heights from exterior grade	
Mechanical equipment screening/line of sight from any public right of way.	
Cross Section View	Plan Sheet Number
Cross section view through the building framework from ground level to peak showing foundation, framing elements, insulation, ceiling heights, crawl space height and attic space height.	
Foundation Plan	Plan Sheet Number
Location of all footings, stem walls, piers, grade beams and slabs	
Dimensions of all footings, stem walls, piers, grade beams or slabs	
Reinforcement location, spacing and size for all footings, stem walls, piers, grade beams, or slabs	
Anchor bolt size and spacing	

Hold-down anchor size and locations	
Under floor ventilation location and calculations	
Structural material specifications	
Floor Framing Plan	Plan Sheet Number
Mudsill dimensions and anchoring	
Post locations and dimensions	
Post to pier connection detail	
Post to girder connection detail	
Girder/beam locations and dimensions	
Girder to stem wall connection detail	
Floor joist location, dimensions, direction, spacing and span	
Floor joist to mudsill connection details	
Floor joist to girder connection details	
Subfloor thickness and nailing	
Shear transfer and hold-down bolt details	
Braced/Shear Wall Plan	Plan Sheet Number
Locations of braced/shear walls	
Length of braced/shear walls	
Braced/shear wall schedule that includes sheathing thickness, nail spacing, anchor bolt spacing, sill plate nailing, hold-down type, top plate transfer hardware	
Roof Framing Plan	Plan Sheet Number
Rafter location, dimension, direction, spacing and span	
Ridge, hip, and valley location, direction and dimension	
Roof sheathing thickness and nailing	
Rafter to wall connection detail	
Rafter to ridge, hip, or valley connection detail	
Ceiling joist location, dimension, direction, spacing and span	
Rafter tie locations, dimensions, and connection detail	
Collar tie locations, dimensions, and connection detail	
Truss Layout (Plans reviewed and stamped by Engineer of Record)	
Mechanical Plan	Plan Sheet Number
Locations of all mechanical devices (ex: furnace, air conditioner, condenser, mini-split units, heat pump)	
Duct sizing	
Bathroom fan locations and specify minimum cubic feet a minute	
Kitchen hood or other localized exhaust fan in the kitchen locations and specify minimum cubic feet a minute	
Clothes dryer duct size, length, and termination point	
Condensate pipe	
Equipment Schedule and layout	
Fire and smoke damper's	
Cut sheets for all mechanical equipment	

Plumbing Plan	Plan Sheet Number
Locations of all plumbing fixtures	
Location of water heater	
Water heater specifications	
Drain, waste, and vent piping	
Cold and hot water piping	
Piping calculations	
Water meter locations	
Material specifications	
Single line and isometric plan	
Electrical Plan	Plan Sheet Number
Location of all electrical devices (ex: switches, lighting, fans, and outlet receptacles)	
Location of smoke and carbon monoxide detectors	
Location of all distribution panels (ex: main panel, subpanels)	
Identify the size in amperage for all distribution panels	
Location of transformers and clearances	
Identify the working clearances in front of each distribution panel	
Electrical load calculations	
Single line diagram	
Electric Vehicle charging infrastructure. https://library.municode.com/ca/morgan_hill/codes/code_of_ordinances?nodeId=TIT15BUCO_CH15_62ELVECHIN	
Civil Plans	Plan Sheet Number
Floodplain Boundary	
Topographic Survey	
Existing Grades/Conditions Plan	
Proposed Grading Plan	
Cross sections at all property lines	
Private and public street cross sections	
Water utility Plan	
Sanitary sewer utility plan	
Storm drain utility plan	
Striping and signage plan	
Roadway widths and fire apparatus turning template and turnarounds	
Erosion and Sediment Control Plan	
Tree protection plan	
Stormwater Control Plan	
Location of all existing and proposed easements	
Identify if streets and utilities are private or public	
Energy and Green Building Plans	Plan Sheet Number
Title 24 Energy Code Compliance Documents	
Energy Code Mandatory Measures	
California Green Building Code Mandatory Measures Checklist	

Photovoltaic Plans or identified as a Deferred Submittal on Plans Cover Sheet	
Electrical Vehicle Charging	
Build It Green or LEED Checklist showing enough points to comply with MHMC 15.65 Chapter 15.65 - SUSTAINABLE BUILDING REGULATIONS	
Construction Management Best Practices and Blueprint to a Clean Bay Plan Sheet https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet	
Landscape Plans	Plan Sheet Number
Landscaping Design Plan	
Irrigation Plan	
Mechanical equipment screening details	
Overall Landscaping lot coverage percentage	
Parking lot landscaping coverage percentage	
On-site Improvement plans	
Shade structure construction details	
Retaining wall construction details	
Trash enclosure construction details	
Playground equipment	
On-site Lighting/Electrical plans	
Site electrical plans	
Site single line drawings	
Photometric plans	
Light pole bases construction details	