



## SINGLE-FAMILY AND TWO-FAMILY DWELLING UNIT PLAN CONTENT SUBMITTAL CHECKLIST

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

This form is to be used for projects consisting of one single-family or a two-family dwelling unit. If the project consists of more than one structure please use the Master Plan, Townhouse, Multifamily or Mixed-use Plan Content Check List.

The Applicant shall identify where in the plan set the following information can be found. Each line item must be filled out.

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	
<b>Title Sheet</b>	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 (ex: R3 and U)	
Building construction types (ex: Type VB)	
Proposed square footage of each structure	
Proposed percentage of the lot coverage	
Identify if proposed the 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	
Applicable Codes and Editions	
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	
Planning Divisions Approval Certificate with the Conditions of Approvals (Projects that were required to go through a design review process)	
Conditions of Approval relevant to the Building Permit incorporated into the design	

<b>Site Plan</b>	<b>Plan Sheet Number</b>
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 and overhead utilities)	
Location of streams or creeks on or within 100' of the property	
Location, species, and size of trees that will be disturbed or removed by the proposed work	
Tree protection plan	
Location and distance to the nearest fire hydrant from the furthest wall	
Location of exterior mechanical equipment and distance to property line	
Dimensions between all structures	
Dimensions from property lines to structures and projections	
A vicinity map with north arrow	
City water meter location and size	
Identify proposed location of the water supply pipe, include size, and material	
Identify proposed location of the sanitary sewer pipe, include size, material, and slope	
Ground slope and storm water surface drainage pattern directed away from all structures and not crossing property lines	
Identify location of exterior electrical panels	
Demolition Plan if any	
Location and size of existing and proposed drainage structures ( catch basins, area drains, storm pipe, etc)	
<b>Floor Plan</b>	<b>Plan Sheet Number</b>
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	
Natural light and natural ventilation calculations	
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	
Prefabricated electrical fireplace with approved listing	
Aging-in-place design and fall protection details (California Residential Code Section R327)	
Wildland-Urban Interface fire protection details	

<b>Fire-resistance construction plan</b>	Plan Sheet Number
Location of fire-resistance walls	
Fire-resistance wall construction details	
Fire-resistance floor construction details	
Location of fire-resistance eave/overhangs	
Fire-resistance eave/overhang construction details	
Details for fire-resistance assembly penetrations	
<b>Roof Plan</b>	
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	
Location of downspouts	
<b>Exterior Elevation</b>	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	
Material of the exterior finishes	
Location of all exterior fixtures and equipment	
Foundation vents and height above exterior grade	
<b>Cross Section View</b>	Plan Sheet Number
Cross section view through the building framework from ground level to peak showing finish grade, foundation, framing elements, insulation, ceiling heights, crawl space height and attic space height.	
<b>Foundation Plan</b>	Plan Sheet Number
Location of all footings, stem walls, piers, grade beams, slabs or retaining walls	
Dimensions of all footings, stem walls, piers, grade beams, slabs or retaining walls	
Reinforcement location, spacing and size for all footings, stem walls, piers, grade beams, slabs or retaining walls	
Anchor bolt size and spacing	
Hold-down anchor size and locations	
Under floor ventilation location and calculations	
Structural material specifications	
<b>Floor Framing Plan</b>	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	
<b>Braced/Shear Wall Plan</b>	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	
<b>Roof Framing Plan</b>	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 plan (plans reviewed and stamped by the Engineer of Record)	
<b>Electrical, Mechanical, and Plumbing Plan</b>	Plan Sheet Number
Locations of all mechanical devices (ex: furnace, air conditioner, condenser, mini-split units, heat pump)	
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	
Locations of all plumbing fixtures	
Location of water heater	
Location of clothes washer	
Location of the proposed sanitary sewer pipe, include size, material, slope and proposed point of connection	
Location of the proposed water supply pipe, include size, material and pipe size at the proposed point of connection	
Calculation for water pipe sizing	
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	
Identify the working clearances in front of each distribution panel	
Electric Vehicle charging infrastructure <a href="https://library.municode.com/ca/morgan_hill/codes/code_of_ordinances?nodeId=TIT15BUCO_CH15_62ELVECHIN">https://library.municode.com/ca/morgan_hill/codes/code_of_ordinances?nodeId=TIT15BUCO_CH15_62ELVECHIN</a>	

<b>Details Sheet</b>	
Architectural details sheets	
Structural details sheets	
<b>Civil Plans</b>	Plan Sheet Number
Floodplain Boundary	
Topographic Survey	
Existing Grades/Conditions Plan	
Proposed Grading	
Cross Sections at dwelling unit and property lines	
Utility Plan	
Erosion and Sediment Control Plan	
Tree protection plan	
<b>Energy and Green Building Plans</b>	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 Compliance	
<b>Build It Green or LEED Checklist</b> showing enough points to comply with MHMC 15.65 <a href="#">Chapter 15.65 - SUSTAINABLE BUILDING REGULATIONS</a>	
<b>Construction Management Best Practices and Blueprint for a Clean Bay Plan Sheet</b> <a href="https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet">https://www.morganhill.ca.gov/DocumentCenter/View/24173/Resources-for-CBMPs-and-Blueprint-for-a-Clean-Bay---24x36-sheet</a>	
<b>Landscape Plans</b>	Plan Sheet Number
Landscape Plan	
Irrigation Plan	