26 Corte Madera Ave., Mill Valley, CA 94941
Phone: (415) 388-4033

PLAN REVIEW CHECKLIST
Residential/Non-Residential

NOTE: The vast majority of property improvements, alterations and repairs require Planning and Building Department approval. Please do not hesitate to contact us regarding what may be required for your proposed project.

Before you submit plans to the Building Department, do any of the following apply to your project?

☐ If the project is required to go through a design review process, is there an approved Site Development Plan filed with the Planning Division?

If the project includes food service facilities or food sales is one of the following provided?

☐ A separate plan submittal filed with the County of Marin Environmental Health Services with preliminary approval prior to submitting for a building permit application?

☐ A set of stamped, approved plans from Environmental Health with the submittal of a building permit application?

Green Building:

☐ If the building is new, or if conditioned space has been added to or developed within a residential or non-residential project, has a Green Building Checklist been submitted to the Building Department with the application for a building permit? (See the 2013 California Green Building Standards Code (CALGreen) and the Mill Valley Municipal Code Section 20.95 for additional information)

Floodplain:

☐ Is the project located in a FEMA designated floodplain? If so, has a Substantial Improvement Worksheet been completed and ready to submit with the application for a building permit?

Before you submit plans to the Building Department for review, is the following information included in your submittal package?

☐ Have you provided 5 (five) complete sets of plans for submittal?

☐ If the building is other than a Group R, Division 3 or Group U occupancy/accessory buildings are the plans prepared by a licensed architect or registered engineer? (Business and Professions Code 5537)

☐ Has every plan sheet been wet-signed? (stamped and wet-signed if prepared by a design professional)

☐ If applicable to the project, are two copies of the following provided?

- Soils reports
- Structural calculations
- Title 24 compliance (printed on plans?)
- Other supporting documents? (ie: truss calculations, gas pipe sizing calculations, etc.)

☐ Have any items that are intended to be a deferred submittal been clearly identified on the cover sheet?

- ☐ Have all plans been drawn on a minimum size of 11" X 17" sheets with a minimum scale of ¼" per foot? (note: The site plan may be 1/8" per foot; Larger projects will require larger sheets (36" x 24" maximum).

- ☐ Have all plans and specifications been drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed?

- ☐ Do all plans and specifications show in detail conformity to the provisions of all applicable codes and all relevant laws, ordinances, rules and regulations?

Do all the plan sets include:

- ☐ Title Block: Does the title block include the name of owner(s), address of project and assessor's parcel number, as well as noting that "All construction, regardless of details on plans, shall comply with the 2013 California Building Code, 2013 California Residential Code, 2013 California Plumbing Code, 2013California Mechanical Code, 2013 California Electrical Code, 2013 Green Building Standards, and 2013 California Building Energy Standards." ?

- ☐ Site Plan: Is the site plan fully dimensioned, showing property lines and site contour lines, direction of drainage, streets, driveways and locations of all structures, easements and any off-street parking?

- ☐ Site Data: For residential projects, is the following information included on the plans? a) size of the property; b) allowable FAR for the property; c) existing and proposed FAR for the property; and, existing and proposed lot coverage for the property?

- ☐ Floor Plan: Is the size and intended use of all rooms shown?

- ☐ Is the type, size and locations of all doors and windows (including egress and safety glazing), smoke alarms, address numbers, furnace(s), water heater(s), electrical main/subpanels, and gas service detailed?

- ☐ For non-residential or applicable multi-family projects are all disabled access features referenced, including accessible path of travel to primary entrance?

- ☐ For additions and alterations, is an existing floor plan referenced and are details at all rooms adjoining addition or area(s) of alterations shown? Have existing and new conditions been clearly delineated?

Elevations:

- ☐ Have at least two exterior elevations indicating general appearance, windows, doors, finishes, roof covering, etc. been provided?

- ☐ For additions and alterations, has the existing condition been shown as well as new?

Structural Plans:

- ☐ Do the structural plans match the architectural?

- ☐ Have plans for foundation, floor framing and wall framing been provided?

- ☐ Have all structural connections been clearly shown, and details provided as needed?

- ☐ For additions and alterations: has the tie-in from the new to existing been clearly shown?

- ☐ For concrete slabs on grade: has a minimum 3 1/2" thick gravel or sand sub-base with a minimum 6 mil vapor barrier been shown?

- ☐ Have details for any special features (e.g., stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimneys, and sound transmission control between residential units) been provided?