



REGULATIONS COVERING

SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY DWELLINGS

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION
BULLETIN

116

May 2008

Omission of any required items below may result in refusal of plans for plan check. Please refer to Information Bulletin #140 for additional information.


1. Complete one (1) permit application and plan submittal check list and acknowledgment.
2. Submit Five (5) complete sets of plans no smaller than 24"X36" for plan check containing the following:
Must be "Wet" stamped and signed by designer of record.
Wet stamps and signatures should be on every page by the person who drew the plans.

- Incorporate a copy of your approved conditions of approval from the Planning Department. Also attach an 8 1/2" x 11" copy of your conditions noting page/detail in your plans where the condition is being met.

**THERE IS AN EXAMPLE AT THE BUILDING
DEPARTMENT FRONT COUNTER**


**** Please note that if this is not attached your plans will be rejected and will result in delaying your plan check and additional plan check fees will be charged. ****

- Incorporate a copy of the approved set of plans stamped by the Planning Commission/Planning Department. **** Please note that if this is not attached your plans will be rejected and will result in delaying your plan check and additional plan check fees will be charged. ****
- Provide the Planning Department Case/project# on your plans.


 Plot plan showing the following:

- showing all lots
- easements
- set backs
- drainage
- owner information
- project address/tract number
- north arrow

- Foundation plan.
- Floor plan.
- Floor, ceiling, and roof framing plans.

 Electrical plan for each model type: (Electrical service shall be underground).

- Size of main switch.
- Number and size of service entrance conductors.
- Circuit schedule and demand load.
- Fixture plan

 Plumbing isometrics for each model type:

- Water distribution.
- Waste and venting.
- Gas distribution.
- Fixture plan and total fixture counts.

- Roof Plan for each model type
- Building Elevations for entire project.
- Building X-Sections
- Foundation Details
- Structural Details for each model type, make sure to include all necessary reports.
- Mechanical Plans for each model type.
- Show compliance with Accessibility Standards.
- If applicable, provide a copy of recorded parcel/tract map.
- Provide grading plan check number or approved grading plans.
- Provide on site/off site improvement plan check/permit numbers.
- Provide two(2) wet ink stamped/signed Engineers estimate for the (on-site) improvements.
- Provide landscape and irrigation plan check/permit

numbers.

**** Please note that Building permits can not be issued without approved grading, landscaping, and a finalized tract/parcel map.**

3. Provide two (2) sets of:

- "Wet" stamped and signed Structural Calculations and roof truss calculations.
- Title 24 Energy Calculations.
- Soils Report.
- Truss Package

☛ Plan Check fees will be collected at time of submittal. Your fees will cover the initial check and one recheck. Additional fees will be charge for all additional rechecks.

☛ Submit two (2) sets of Landscape Plans detached from building plans for reference. Landscape Plans shall be approved prior to the issuance of building permits. A separate application along with four (4) sets of plans will need to be submitted to the Building Department for permitting.

☛ Separate permits are required for but not limited to the following: Fencing, Signs, Grading, Landscaping, Parking lot striping and lighting, and Trash enclosures.

☛ All Grading Plans and on/off site improvements shall be submitted directly to Public Works for review, approval, and permits.

☛ **Please note: additional plan check submittals may be required, check with the Building Department.**

Please provide:

Name: _____
 Address: _____
 Phone #: _____
 Fax #: _____
 Email: _____

Owner Name: _____
 Owner Address: _____
 Owner Phone #: _____
 Owner Fax #: _____
 Owner Email: _____

documents are included in the submittal and I am aware that the omittance of any items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted.

Signature Date

SDR/CUP#: _____

By signing below, I acknowledge that all required