

This handout is designed for assistance in Multi-Family and Tract Model Home Plan Submittal to the Building and Safety Department. Omission of any of the following plan review items shall be deemed an Incomplete Submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2019 California Codes, based on the 2018 International Residential Code (IRC), 2018 Uniform Plumbing and Mechanical Codes (UPC, UMC), 2017 National Electric Code (NEC), 2018 International Fire Code (IFC) and the 2019 California Energy Code, 2019 Cal Green Code.

**Provide a tract production application and sequence worksheet with the following information**

1. Identify the applicant, developer/builder, tract, phase and lot number(s) on the City's application form
2. On the sequence worksheet, identify the addresses, accessors parcel numbers, lot numbers, plan types, elevations, habitable square foot area, garage square foot area, patio/deck square footage and chosen options
3. Clearly identify all options creating additional square feet, or changes to total square foot area
4. Identification of residential lots based on percentages required by the Community Development Department

**Submit six (6) sets of plans total - (3) complete sets of fully dimensioned Structural, Architectural, Plumbing, Mechanical and Electrical Plans, three (3) sets of the floor and site plans and, three (3) sets of geotechnical reports. All plans shall be on a minimum 24" x 36" size paper**

1. Vicinity Map
2. Assessor's Parcel Number, Tract and Lot number; and Site Address
3. Building data: Proposed building Sq. Ft., use/occupancy, Building Code data: As stated above

**Site Plans**

1. North Arrow
2. Street frontage, lot lines and lot dimensions
3. Building location and setbacks to property lines and/or easements

**Floor Plans**

1. Each model or building type
2. Universal Design components for single- family residential dwellings

**Elevations**

All model or building types. Provide North, South, East and West side views of the building exterior, showing the structure's exterior features and elements e.g. exterior wall finish, wall veneers, fireplace chimney, roof pitch, roof vents, doors, windows, etc.

**Plumbing/Mechanical**

1. Points of connection for water/sewer meter locations
2. Material type and sizes for waste/vent, water and gas supply systems

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3. HVAC equipment location; gas stub locations and BTU input for gas appliances
4. County of Riverside Environmental Health Department Approved septic system design

### **Electrical Plan**

1. Electrical main service size, location and grounding method
2. Electrical power and lighting plans, lighting fixture schedule
3. Title 24 Energy Code electrical requirements including high efficacy fixture types, motion sensors, dimmer switching or photo controls

### **Structural Plan/Foundation/Framing/Roof Plan and Details**

1. Structural design by a State Of California registered engineer or licensed architect if the proposed structure does not comply with conventional light wood framing
2. Foundation elements to include, footing & slab reinforcement; footing and slab details, including base preparation, sand layer(s), moisture barrier; anchor bolt size and spacing, hold down devices, etc.
3. Structural frame plan(s) and key referenced details for walls, floor levels and roof
4. Two (2) sets of "wet" stamped/signed Structural Calculations

Two (2) sets of "wet" stamped/signed Roof Truss Calculations (if applicable). The architect or engineer of record shall first review and stamp the truss layout sheet, indicating the design to be in general conformance with the building design, prior to submittal to the Building and Safety Department for review and approval

### **Supplemental Information**

1. Three (3) copies of current Geotechnical soils reports, dated within 1 year of plan submittal or, an older report with an update letter addressing current soils data from the same engineering firm
2. Package D prescriptive method Energy Forms, or computerized ENV (Envelope), MECH (Mechanical) and Mandatory Measures energy calculation forms for new conditioned space; and all the required compliance forms are to be copied to the full size plan sheets
3. Include full plan size copies of the city departments Conditions of Approval to the plans
4. Two copies of the approved precise grading plan
5. Fees are based on the current City of Menifee Adopted Fee Schedule
6. The contractor must sign the permit application and provide evidence of current CA State contractor's license. All contractor's/sub-contractor's must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation
7. Applicant shall obtain all required clearances and/or approvals from the appropriate water district(s) and Riverside County Fire prior to issuance of any building permits

