



CITY OF EL MONTE

Community and Economic Development Department Building Division

Single-Family (1-2 Units) / ADU Submittal Checklist

This checklist outlines plan components, calculations, and forms that may be required if you are:

- constructing a **new home**
- building an **addition**
- performing a **remodel**

GENERAL INSTRUCTIONS FOR PLANS AND CALCULATIONS

Plans can be prepared by anyone, however, they must be drawn to scale and clearly show the scope of work being proposed. If any portion of a structure deviates from conventional framing, the Building Division may require that the plans, drawings, specifications and/or calculations for that portion of work be prepared by or under the direct supervision of a registered engineer or architect. At final submittal, this professional must also stamp and sign the sheets pertaining to this work.

Follow these plan submittal requirements:

<p>PLAN SET REQUIREMENTS Submit # sets of plans</p> <p>Minimum sheet size: 18" X 24"</p>	<p>Put plans, as applicable, in this order:</p> <ul style="list-style-type: none"> • Cover Sheet with project description • Site Plan • Architectural Plan, Elevations • Structural Plan, Details • Electrical Plan • Mechanical Plan • Plumbing Plan • Title 24 Energy Documents <p>Plans can be combined for simple projects if clarity is maintained.</p>
	<p>Required calculations may include:</p> <ul style="list-style-type: none"> • Structural calculations, vertical and lateral loads • Title 24 Energy Calculations and forms: <ul style="list-style-type: none"> ○ New construction or alteration of the existing building envelope ○ CF-1R and MF-1R forms completed, signed, and printed on plans ○ CF-GR and Insulation Certificate attached to plans ○ Performance Analysis and Backup forms

INFORMATION TO INCLUDE ON PLANS. The following pages outline the minimum information that should be included in each plan set. This outline pertains to typical projects. Your project or site may require more or less information than is indicated here.

INFORMATION TO INCLUDE: NEW - NEW HOME | ADD - ADDITIONS | RML - REMODEL

	NEW	ADD	RML
COVER SHEET/TITLE PAGE	●	●	●
1. Project Address, Assessor's Parcel Number	●	●	●
2. Legal Property Owner's Name, Address, and Phone Number	●	●	●
3. Scope of work/job description	●	●	●
4. Proposed work vs existing		●	●
5. Building height/number of stories	●	●	●
6. Building area	●	●	●
7. Occupancy types (ex: R3 and U)	●	●	●
8. Building construction types (ex: Type VB)	●	●	●
9. Zoning designation	●	●	●
10. Fire sprinklers provided (If applicable)	●	●	●
11. Table of contents of plan sheets provided/Sheet index	●	●	●
12. Name and type of design professionals	●	●	●
13. Plan date/revision dates	●	●	●
14. Symbol legend	●	●	
15. Abbreviations	●	●	●
16. General notes	●	●	●
17. Scale/dimensions	●	●	●
18. Applicable Codes, ex: 2022 CBC, CRC, CEC, CMC, CPC, LA County Amendments	●	●	●
19. Deferred submittals (Fire Sprinklers, Solar Panels)	●		
CIVIL PLANS (PLOT PLAN, UTILITIES, DRAINAGE) - Draw to scale.	●	●	●
1. North arrow	●	●	●
2. Aerial view	●	●	●
3. Building footprint & roof line with all projections and dimensions to property lines/Zoomed out vision of building and vicinity	●	●	●
4. Dimensions between buildings	●	●	
5. Full Parcel, Lot Dimensions, Property lines, Street Name(s)	●	●	
6. Setbacks	●	●	
7. Any recorded easements and visible utilities (ex: meters for electric, gas, and water on site)	●	●	
8. Existing and proposed grading plans	●	●	
9. Pad elevations, ground slope drainage scheme and topographic	●	●	
10. Location of existing and proposed retaining walls	●	●	
11. Dimensions from fire apparatus road to farthest point of new structure	●		

	NEW	ADD	RML
ARCHITECTURAL PLANS	●	●	●
1. Floor plans, room uses	●	●	●
2. Exterior elevations	●	●	
3. Cross sections in each direction	●	●	
4. Accessory elements	●	●	
STRUCTURAL PLANS	●	●	●
1. Framing system	●	●	●
2. Foundation	●	●	●
3. Details	●	●	●
DETAIL SHEETS as applicable. All details and sections should be cross referenced on the plans.	●	●	●
1. Window schedule detailing egress, safety glazing, and any skylight-approved listing numbers	●	●	●
2. Door schedule listing sizes and types	●	●	●
3. Framing and foundation details	●	●	
4. Roof: eaves, overhangs, rakes and gables	●	●	
5. Handrails, guardrails, and support details	●	●	●
6. Stairway rise and run, framing, attachment	●	●	●
7. Fire resistive construction (wall, eave, underfloor, ...)	●	●	●
8. Prefabricated Fireplace with approved listing number	●	●	●
ELECTRICAL PLANS	●	●	
1. Power	●	●	
2. Lighting	●	●	
3. Panel schedule	●	●	
4. Locations and sizes of outlets, fixtures, switches, smoke detectors, subpanels and main panels	●	●	
FIRE PROTECTION	●	●	
1. Fire sprinklers	●	●	

	NEW	ADD	RML
MECHANICAL PLANS	●	●	
1. Ductwork, Fans, Vents	●	●	
2. Location of HVAC equipment and size, noting BTU/HR output	●	●	
PLUMBING PLANS	●	●	●
1. Locations of plumbing fixtures, listing all required dimensions	●	●	●
ENERGY PLANS	●	●	●
1. CF-1R and MF-1R forms completed, signed and printed on plans	●	●	
2. CF-GR and Insulation Certificate attached to plans	●	●	
3. Performance Analysis and Backup forms included	●	●	

OTHER DOCUMENTS OR PLANS

Depending on the project, other documents or plans may be required. Examples include:

- Title 24 Energy Calculations
- Soils report and geologic hazard study if in a geologic hazard Zone
- Structural calculations
- Pools and Spas
- Demolition of structures on site
- Truss design package
- Photovoltaic plans
- Approved Fire Sprinkler plans