NEW RESIDENTIAL DWELLINGS
PLAN SUBMITTAL REQUIREMENTS

NEW RESIDENTIAL DWELLINGS (Single Family, Multi-Family, Apartment or Hotel)

The following items are required and must be complete prior to project acceptance for processing:

1. Plan check fees and deposits are required to be paid in full upon submittal (See Fee Schedule). **Save time at the counter by asking for your plan check fees to be calculated in advance. Simply fax the filled-out Application, Data Sheet, and Orange County Fire Authority Screening form to 949-724-6420. Please allow at least 24 hours for a response.**

2. One (1) each of the following **(Use blue or black ink only):**
   - Building Permit Application (Triplicate)
   - Building Data Sheet(s) (Triplicate), describing each building in detail
   - Address Application (If project not previously assigned addresses)
   - You must complete the **“Reduce and Recycle Your C&D Waste”** (Environmental Programs, Form 50-86) for all new residential development Orange County Fire Authority Service Request Form
   - School Fee Determination form
   - Transportation Corridor Agency form
   - Two (2) 8.5 x 11 Site Location or Vicinity Maps

3. In addition to the above, it is very important that all documents required to perform a thorough plan review be submitted at the time of first plan submittal. Incomplete documentation may delay the overall plan approval process. The list of the required documents is as follows:
   - City of Irvine **Standard Title Sheet** with job specific content
   - City of Irvine Statement of Special Inspection form per **Informational Bulletin No. 278**
   - City of Irvine Structural Observation Program form per **Informational Bulletin No. 251**
   - Fire Sprinklers, Provide note on the plans (e.g. on the Standard Title Sheet, see item above) indicating fire sprinkler requirements
   - **Standard Stormwater Pollution Prevention Notes for Construction Projects**
   - **Green Building Standard Notes, Residential (After 07/01/2011).** Not applicable for four (4) stories or more of residential construction
   - Security Code Standard Plan Requirements And Definitions
   - Security Code Standard Recreational Space Provisions 2011 as applicable
   - **Construction Site Security General Requirements.** Applies for developments of two (2) or more units
   - Site Specific Construction Site Security Plan. This is supplemental to item above and applies to developments of 25 or more units
   - **Public Safety Radio System Coverage**
PLAN SUBMITTAL REQUIREMENTS

4. Copies of all resolutions including planning conditions and approval letters related to this project are required to be included.

5. Five (5) blueline prints including all architectural, structural, electrical, plumbing and mechanical plans.

6. One (1) set of the Energy Conservation Standards, including both the Title 24 Calculations and Compliance forms. Compliance forms shall be made part of the plans.

7. One (1) copy of the Soil's Report and one (1) copy of the Soil's Summary form.

8. Two (2) copies of the Engineer's Structural Calculations, including Post Tension calculations if applicable.

9. Completely dimensioned site plan.

10. Details of fencing construction and materials, if applicable.

11. Landscape and Irrigation Plan: This plan is optional at the time of the building plan submittal, but is required to be submitted prior to issuance of any building permits. Landscape and Irrigation plans must be submitted as an individual package and not attached to either building or grading plans.

12. Precise Grading Plan: This plan must be submitted either prior to or at the time of the building plan submittal. If grading plans were submitted prior to the building permit application, the applicant shall supply the grading plan check number as part of the building submittal. Precise grading plans must be submitted as an individual package and not attached to either building or landscape plans.


15. Approved grading site plan showing all buildings, lot lines, and setbacks.

16. Stair and balcony handrail/guardrail structural calculations and details.

17. Disabled accessibility for multifamily shall be provided as follows:
   - Identification of accessible units
   - Disabled parking analysis
   - Path of travel
   - Accessible bathroom and kitchen details

18. Visibility detail shall be provided if applicable.

19. A copy of photometric plan for tract homes, apartments and condominiums.