



**CITY OF SAN JUAN CAPISTRANO
DEVELOPMENT SERVICES DEPARTMENT
www.sanjuancapistrano.org/building**

PLAN CHECK SUBMITTAL REQUIREMENTS

Plan Size Requirement is 24" X 36" (Landscape View)

Depending on the scope of the project, approvals may be required by the City and multiple outside agencies, including:

- Santa Margarita Water District (SMWD)
- Orange County Fire Authority (OCFA)
- South Coast Air Quality Management District (SCAQMD)
- San Diego Gas & Electric (SDG&E)
- SoCal Gas
- Orange County Health Care Agency (OCHCA)
- Home Owner's Association (HOA)

Outside Agencies Requirements

Note: The below list of outside agency requirements represents some of the most typical review requirements, there may be additional review requirements, and it is the applicant's responsibility to coordinate submission and obtain approval of all review requirements prior to a permit being issued.

OCFA – www.ocfa.org

- For projects involving new structures, additions to existing structures, installation of gates/walls/fences, or alteration of vehicular access, a fire master plan shall be submitted to and approved by the OCFA prior to submittal of architectural plans.
- Accessory structures or Wood burning accessories/fireplaces
- Generators
- High Pile Storage Racks

SMWD – www.smwd.com

- All commercial projects involving new construction, tenant improvements, or a change of occupancy
- All residential projects involving new construction, improvements, additions, ADU's
- New/Revised Irrigation systems using recycled water for Commercial Projects
- Water and Sewer systems for new development
- Fire protection systems for buildings, both internal and external.
- Landscape irrigation systems
- Encroachment or paving for any work involving SMWD facilities, easements or properties

SCAQMD – www.aqmd.gov

- Rule 1403 governs work practice requirements for asbestos in all renovation and demolition activities. California Health and Safety Code requires that evidence of demolition notification submitted to the SCAQMD be provided prior to the issuance of any building or demolition work.

OCHCA – www.ochealthinfo.com

- Construction of a new food facility.
- Remodel of an existing food facility.
- Equipment changes to an existing food facility.

SDG&E – www.sdge.com

- An SDG&E workorder is required for all Main Service Panel Upgrades.

SOCAL Gas – www.socalgas.com

- Commercial and residential installations or modifications.

HOA/CC&R

- If the proposed improvements are for a residence within a Homeowners Association (HOA), any modifications that impact any portion of the exterior of the residence (windows and doors included), require approval from the HOA. An HOA approval letter or HOA stamped set of plans signed by an authorized officer of the HOA must be provided.

GRADING/ON-SITE IMPROVEMENTS

***NOTE: Grading submittals require advanced fee calculations prior to submittal. Please email [grading permit application and engineer's cost estimate](mailto:pwdev@sanjuancapistrano.org) to pwdev@sanjuancapistrano.org to obtain fees.**

- 1 PDF copy of **plans** including a site plan and erosion control plans and the following documents, calculations and reports (via email or thumbdrive) are required (Label/Name all PDF files starting with assigned permit number followed by document name in **bold** below):
 - **Soils/Geotechnical report** up to one year old (wet-stamped and signed by the engineer)
 - **Water Quality Management Plan (WQMP)** if required
 - To determine if a WQMP is required, a priority project checklist must be completed and stamped by a professional engineer.
 - If a WQMP is not required, the applicant shall submit a site and/or grading plan indicating proposed Low Impact Development (LID) Best Management Practices (BMP).
 - **Preliminary Engineer's Cost Estimate** of all grading, private water & sewer and on-site improvements
 - The Preliminary Engineer's Cost Estimate will be used to calculate the initial submittal fees. This estimate will be reviewed during plan check and a Final Engineers Estimate shall be submitted. Permit fees will be re-calculated based on the Final Engineers Estimate. Additional fees may be required if the initial submittal fees are insufficient to conduct the third-party reviews due to the complexities of the project.
 - Drainage report & map
- **Title report** up to six (6) months old
- **Structural calculations** (if retaining walls are to be part of the same plans and permit)
- SMWD Approval Required for all projects
- OCFA Review Required

UPON APPROVAL APPLICANT WILL NEED TO PROVIDE PLANS FOR CITY STAMP & SIGNATURE
A GRADING BOND & SURETY AGREEMENT IS REQUIRED PRIOR TO PERMIT ISSUANCE PER SECTION 8-2.09 OF THE MUNICIPAL CODE

NEW CONSTRUCTION – NEW BUILDINGS/ADDITIONS

- 3 sets of plans including a site plan and Title 24 (plotted on plan sheet)
- 2 sets of structural calculations
- 2 sets of the soils/geotechnical report (wet-stamped/signed by the engineer)
- 1 copy of the completed water use compliance form/worksheet (WS-1, WS-2) from the California Green Building Standards Code
- 2 sets of a Water Quality Management Plan (WQMP) if required
 - To determine if a WQMP is required, a priority project checklist must be completed and stamped by a professional engineer.
 - If a WQMP is not required, the applicant shall submit a site and/or grading plan indicating proposed Low Impact Development (LID) Best Management Practices (BMP).
- If a WQMP is required, applicant shall submit electronic version of the plans for Public Works Review Projects that involve any exterior demolition must meet the South Coast Air Quality Management District (SCAQMD) requirements which may require asbestos testing
 - If asbestos testing is performed provide 2 sets of the report (2 Building)
 - If applicable provide 2 SCAQMD Notifications (2 Building)
- SMWD Approval Required

COMMERCIAL TENANT IMPROVEMENTS

- 3 sets of plans including a site plan
- 2 sets of the Title 24 Report
- 2 sets of the Structural Calculations
- SMWD Approval Required
- Landlord Approval Letter (Signed letter from the Property Owner authorizing the proposed improvements)

COMMERCIAL LANDSCAPE & IRRIGATION PLANS

- 3 sets of plans including a site plan
- 3 landscape architect's cost estimates
- SMWD Approval Required

POOL & SPA PLANS

- 3 sets of plans including a site plan
 - Plans must show the size and model of an approved back-flow device
- 2 sets of pool engineering
- 2 sets of soils/geotechnical report up to one year old (wet-stamped/signed by the engineer)

PATIO COVERS, BLOCK WALLS AND OTHER MISC. PERMITS – FOR CITY STANDARDS

- 3 sets of plans including a site plan
- 2 sets of structural calculations (if any)

PLAN CHECK FEES ARE DUE UPON SUBMITTAL

REVIEW TIMEFRAMES
(Approximate)

PUBLIC WORKS – (949)443-6337

- (4) working weeks for all plan checks
- (2 to 3) working weeks for all resubmittals, corrections, and revisions
- Questions regarding Street/Storm Drain Improvements, Final Maps and Water Quality, contact Jeremy Hohnbaum (949) 449-1190 JHohnbaum@SanJuanCapistrano.org
- For Encroachment Permits, contact pwpermits@sanjuancapistrano.org

PLANNING - planning@sanjuancapistrano.org

- (2) working weeks for all plan checks and resubmittals

BUILDING - buiiding@sanjuancapistrano.org

- (2) working weeks for first submittal
- (2) working weeks for resubmittals, corrections, and revisions

ORANGE COUNTY FIRE AUTHORITY - (714) 573-6100

- (4) weeks
- OCFA plans must be submitted directly to OCFA by the applicant. Approved plans will be routed back to the City via OCFA courier.

CORRECTIONS/APPROVALS

- **Plans with corrections/red lines must be picked up in person.** The contact listed on the Building Permit application will be notified by email when corrections are ready for pick-up.
- All corrections/redlines and a response letter **must be returned** with resubmittals.

ADMINISTRATIVE PROCESSING

- Approved plans may require 2-4 days for permit processing.
- Plans will be re-routed to all necessary City departments/divisions for final stamping/signatures.
- Once all stamps/approvals have been secured, fees will be calculated, and the applicant on file will be notified via email.

DEVELOPMENT IMPACT FEES

- New Construction projects / Additions / Accessory Dwelling Units are subject to Transportation Corridor Agency, Santa Margarita Water District and Capistrano Unified School District Development fees.

SITE PLAN REQUIREMENTS - (Must Show the following:)

- Verify if project is located within the Special Flood Hazard Area.
Contact Public Works at 949-443-6337 or visit FEMA website <http://msc.fema.gov/portal>
- Vicinity map showing the general location of the property within the City.
- North arrow, scale, date and title block.
- Location of all existing property lines.
- Location and width of existing public/private streets, driveways, sidewalks, equestrian trails, bikeways, parking areas, and similar improvements.
- Location, width, and type of all existing easements.
- Location of existing and proposed utilities including sanitary sewer, storm sewer, and water.
- Location of building setback lines consistent with the Zoning Map classification.
- Existing structures with distances between and from property lines (include accessory structures, decks, patio covers, trellises, walls/fences, pools, storage sheds, etc.)
- Height and location of all fences, walls, screens, and hedges over 36" tall,
- Location of all existing trees (6 inches or more in diameter)
- Location of proposed landscaping including the container size and type of plant material.
- Fire hydrant location(s) for new construction

TITLE SHEET REQUIREMENTS – (see **TITLE SHEET SAMPLE** – CITY OF SJC)

- Name, address, and phone number of owner, engineer, architect (or designer) as appropriate,
- Project Address
- Assessor's Parcel Number
- Land Use Zone/Tract & Lot Information
- List all governing codes
- Detailed scope of work
 - Use, Occupancy, and Floor Areas
 - Number of stories
 - Fire Partition, Barrier Walls, and Fire Walls
 - Define ratings
 - Smoke Barrier Walls
 - Horizontal Assemblies
- Fire Sprinkler Information
 - If deferred installation, provide detailed note
- Parking summary
 - Spaces Required
 - Spaces Provided
- Special inspection notes, if applicable
- Stormwater Best Management Practices (BMP) notes