



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT  
BUILDING DIVISION  
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<b>HANDOUT</b> <b>303</b> FEB 2013	<b>BUILDING PLAN SET REQUIREMENTS</b>
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**PURPOSE:** To provide permit applicants with building plan requirements for projects in the City of Coronado

**AUTHORITY:** 1. City of Coronado Building Official  
2. Section 302.3 of the 1997 Uniform Administrative Code (UAC) as adopted under Title 70 of the City of Coronado Municipal Code as its administrative code for building / construction-related issues.  
*“Plans and specifications shall be drawn to scale...and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provision of this code and all relevant laws, ordinances, rules and regulations.”*

**NOTES:**

1. General Requirements
  - A. For projects requiring a new address or multiple addresses, see City of Coronado Building Handout #307 in addition to this handout. Plans with improper addresses will not be accepted.
  - B. Plan sets shall be developed and arranged to maximize ease of plan check and in-field construction inspection. Plan drawings on plan sheets shall be consistently oriented in the same direction throughout the entire plan set. Include a north arrow on all appropriate plan drawings.
  - C. Plan drawings shall be accurately and adequately cross referenced to the appropriate details, schedules, etc.
  - D. Refer to the following Plan Matrix for minimum required plan scales. Scales must be noted on all plan drawings and details.
  - E. Text on all plan drawings, details, legends, etc. shall be at least a 10 pt., non-cursive font.
  - F. Plans shall be signed by the individual responsible for their preparation.
  - G. Unless otherwise indicated in the Plan Matrix, plan drawings shall not illustrate more than one aspect of construction (electrical/utility layout shall not be illustrated on a dimension floor plan drawing, etc.). Plan sheets may contain more than one plan drawing.
  - H. Plan sets for projects with multiple detached habitable buildings (i.e. Single Family Dwellings (SFDs), Commercial Campuses) on one parcel shall be organized as follows:
    1. Plan sheets common to all structures on the parcel (i.e. Title Sheet, Site Plan, etc.) shall be grouped together at the front of the plan set.
    2. Plan sheets for each detached habitable building (architectural sheets, structural sheets, etc.) shall be grouped together by building address.
    3. Construction details shall be grouped together at the end of the plan set.
    4. This plan set organization does not apply to single buildings with detached accessory buildings on the same parcel.
  - I. Supporting documents shall not be permanently bound.

2. Owner/Builders  
There is no ordinance or regulation in the City of Coronado Municipal Code, Title 70 - Building Construction, and the Building Codes adopted therein, which prohibits a homeowner from preparing and submitting their own plans for a construction project on their property. Likewise, there is no ordinance or regulation that exempts a homeowner from complying with the same requirements that would be expected from a design professional for a project of equal size and scope.

Homeowners who opt to prepare their own construction project plans are encouraged to first discuss their project with Community Development Department staff. Improperly or insufficiently prepared plans may result in project delays and possibly construction work stoppage until such plans are created or revised to reflect what is proposed or actually being built.

**PLAN MATRIX:**

1. The following matrix of building plan set sheets, listed by project type, is provided as a general guide and is not an all-inclusive listing. It is the responsibility of the homeowner or their design professional to ensure that building plan sets submitted for a project contain the proper plan sheets and drawings to satisfy the requirements of UAC Section 302.3.

2. For the purpose of clarity, the following definitions of project type are provided:

- A. New - A totally new home from basement or slab to finished roof.
- B. Addition (Add) - New floor area is being added. It may also include a remodel of existing floor area.
- C. Remodel (Rem) - Only existing floor area is being remodeled. A remodel does not include new floor area.

Plan Sheet	Project Type			Scale (min.)	Plan Contents
	New	Add	Rem		
Title Sheet(s)	X	X	X	N/A	<ul style="list-style-type: none"> <li>▪ Project Data: Property addresses, APN, zoning use designation, building construction type, project description/scope</li> <li>▪ Participants: Name, address, phone number(s), e-mail address of Owner, Architect, Designer, Contractor, etc.</li> <li>▪ Calculations: FAR, coverage, building areas by type (basement, garage, decks, habitable/uninhabitable spaces, etc.)</li> <li>▪ Sheet Index: List and briefly describe all the sheets in the plan set. For multi-building plan sets cite the address applicable to each sheet</li> <li>▪ Stamps: Provide a min. 14" x 14" blank space for approval stamps <u>IF SPACE IS AVAILABLE INCLUDE THE FOLLOWING, IF NOT ADD A SECOND TITLE SHEET</u></li> <li>▪ Approvals: Post complete text of all discretionary approval conditions, HOA approval letters, and FAR features applied to the project</li> </ul>
Site Plan Sheet	X	X	-	3/16"	<ul style="list-style-type: none"> <li>▪ Define and dimension the existing parcel and show the adjacent right-of-way to curb and alley. Locate and define, in outline only, all new buildings and accessory buildings on the parcel. Dimension all new buildings and accessory buildings in relation to the property lines. Identify all setbacks and easements. Illustrate existing right-of-way conditions and proposed new / modified improvements in the right-of-way.</li> <li>▪ DO NOT illustrate the roof structure – See Roof Plan Sheet listing below</li> <li>▪ DO NOT illustrate proposed exterior amenities, such as fences, CMU walls, trellises, pool/spa, patios, fire pits, built-in BBQs, planters, etc. on the Site Plan. These items require a separate permit. Prepare a separate site plan with supporting construction details illustrating all these items for later submittal, review, and permit</li> </ul>
Civil Plans	As Req'd	As Req'd	-	Not set by CoC	
Survey	X	As Req'd	-	Not set by CoC	<ul style="list-style-type: none"> <li>▪ Required for additions greater than 500 square feet</li> <li>▪ Prepared, stamped, and wet-signed by a California licensed land surveyor or civil engineer, the survey must include: Lot line distances, gross lot area, description and location of all corner monuments, existing and proposed grade (whichever is lower), one-foot contour lines, benchmark location and data. Include all existing buildings, site improvements outside property lines, and indicate grade heights adjacent to structures</li> </ul>
Landscape Plan(s)	As Req'd	As Req'd	-	3/16"	<ul style="list-style-type: none"> <li>▪ If no separate landscape plans are required, show proposed trees, planting areas, and irrigation system</li> <li>▪ If utilizing the FAR feature for landscape plans, a fully detailed plan set of landscape drawings and details shall be prepared, stamped, and wet-signed by a California licensed Landscape Architect, and submitted for review and approval</li> </ul>
Spec Sheet(s)	As Req'd	As Req'd	As Req'd	N/A	Minimum Construction Specifications, etc.

Plan Sheet	Project Type			Scale (min.)	Plan Contents
	New	Add	Rem		
Floor Plan – Existing / Demo Plan	X	X	X	1/4"	<ul style="list-style-type: none"> <li>The drawing shall be dimensioned and clearly illustrate walls/areas to be retained from walls/areas to be demolished</li> <li>Label all rooms and include a north arrow</li> </ul>
Floor Plan – Proposed	X	X	X	1/4"	<ul style="list-style-type: none"> <li>The Floor Plan drawing shall be dimensioned and clearly illustrate new walls/areas from existing, retained walls/areas</li> <li>Clearly illustrate and dimension new windows and doors as well as existing, retained windows and doors. Ensure coordination of window/door designation symbols between Floor Plan and Window/Door Schedule</li> <li>Label all rooms and include a north arrow</li> </ul>
Window/Door Schedule	X	As Req'd	As Req'd	N/A	<ul style="list-style-type: none"> <li>The Schedule shall be included on the Floor Plan – Proposed sheet</li> <li>The Schedule shall indicate size, operation, material, glazing, egress, etc. for all window and door types both existing and new</li> <li>The Schedule is required for all projects involving a designated Historic Resource. Special note shall be made of windows and doors to be restored in place or removed and sent to an off-site facility for refurbishment</li> </ul>
Roof Plan	X	X	As Req'd	1/4"	<ul style="list-style-type: none"> <li>The Roof Plan shall be dimensioned and clearly illustrate new roof area from existing roof area. Include roof area calculations for areas at differing heights</li> <li>The Roof Plan shall indicate slope designation (i.e. 4:12, 6:12, etc.) and drainage direction for all major roof planes as well as building heights at all ridge lines</li> </ul>
Elevations – Exterior	X	X	As Req'd	1/4"	<ul style="list-style-type: none"> <li>Elevations shall be clearly referenced as to orientation and shall include grade height, finish floor height(s), and overall height</li> <li>Elevations shall clearly illustrate between existing and new portions of the building</li> <li>All exterior building materials shall be identified</li> </ul>
Sections	X	X	As Req'd	1/4"	<ul style="list-style-type: none"> <li>The number of Sections shall be as required to clarify complex construction conditions</li> <li>A minimum of one Section in each direction shall be required</li> </ul>
Elevations – Interior	As Req'd	As Req'd	As Req'd	1/4"	<ul style="list-style-type: none"> <li>Interior elevations shall only be required to order to clarify complex construction conditions not easily illustrated in plan format</li> </ul>
Ref. Ceiling Lighting Plan	X	As Req'd	As Req'd	1/4"	<ul style="list-style-type: none"> <li>Illustrate interior ceiling construction (i.e. soffits, coffers, etc.) and lighting/switching layout</li> </ul>
Plumbing Plan	X	As Req'd	As Req'd	N/A	<ul style="list-style-type: none"> <li>Isometric DWV and gas line drawings are required for new construction and may be required for large scale additions and remodels</li> </ul>
Mechanical Plan	X	As Req'd	As Req'd	N/A	<ul style="list-style-type: none"> <li>Provide line diagram for proposed mechanical systems</li> <li>Locate proposed A/C condensers on a reduced scale site plan</li> </ul>
Electrical Plan	X	X	X	1/4"	<ul style="list-style-type: none"> <li>Illustrate the location of all existing and new electrical components</li> <li>Electrical load calculations required for new construction</li> </ul>
Interior Details	X	X	X	1/2"	<ul style="list-style-type: none"> <li>Illustrate interior non-structural construction</li> </ul>
Foundation Plan(s)	X	X	As Req'd	1/4"	<ul style="list-style-type: none"> <li>Foundation Plans shall be developed and illustrated by direction of the Structural Engineer of Record</li> </ul>
Framing Plan(s)	X	X	X	1/4"	<ul style="list-style-type: none"> <li>Framing Plans shall be developed and illustrated by direction of the Structural Engineer of Record</li> </ul>
Structural Details	X	X	As Req'd	1/2"	<ul style="list-style-type: none"> <li>Structural Details shall be developed and illustrated by direction of the Structural Engineer of Record</li> </ul>
Shoring Plan	As Req'd	As Req'd	-	1/4"	<ul style="list-style-type: none"> <li>Shoring Plans shall be prepared, stamped and signed by a California licensed structural or civil engineer</li> <li>Shoring Plans shall be submitted, reviewed, and approved separately from the Building Plans</li> </ul>
Fire Sprinkler Plan(s)	X	-	-	1/4"	<ul style="list-style-type: none"> <li>Fire Sprinkler Plans shall be prepared, stamped and signed by a California licensed fire sprinkler company</li> <li>Fire Sprinkler Plans shall be submitted, reviewed, and approved separately from the Building Plans</li> <li>Fire Sprinkler Plans shall be submitted prior to the first building inspection</li> </ul>

