



COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION OF BUILDING & SAFETY

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

PLAN SUBMITTAL REQUIREMENTS

The following items are required to be completed 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 OCFA Screening Form to (949) 724-6420. Please allow at least 24 hours for a response.**
2. One each of the following: **(Use blue or black ink only)**
 - [Building Permit Application](#) (triplicate)
 - [Building Data Sheet](#)(s) (triplicate), describing each building in detail
 - [Residential Take Off Sheet](#)
 - [Address Application](#) (if project not previously assigned addresses)
 - You must complete the ["Recycling and Diversion of Construction and Demolition Waste Assessment"](#) for all new residential development
 - Orange County Fire Authority Service Request Form
 - [School Fee Determination Form](#)
 - Transportation Corridor Agency Form
 - 8.5 x 11 Site Location or Vicinity Maps (2 ea.)
3. In addition to the above, plan format and content requirements are 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 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 \(before 2014\)](#). Not applicable for four stories or more of residential construction
 - [Green Building Standard Notes, Residential \(2014\)](#)
 - [Security Code Standard Plan Requirements And Definitions](#)
 - [Security Code, Standard Residential Provisions 2011](#)

- [Security Code, Standard Parking Facility Provisions 2011](#). Applies to enclosed or covered parking facilities
 - [Security Code, Standard Recreational Space Provisions 2011](#) as applicable
 - [Construction Site Security General Requirements](#) (applies for developments of two 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](#)
4. Copies of all resolutions 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 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 copy of the Soil's Report and one (1) copy of the Soil's Summary form.
 8. Two copies of the Engineer's Structural Calculations.
 9. Site plan with dimensions and statistical inventory to be included with each set of bluelines.
 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.