



City of El Cajon
Building and Fire Safety Division
200 Civic Center Way
El Cajon, CA 92020
Phone: (619) 441-1726

PLAN SUBMITTAL REQUIREMENTS

The following items must be completed before application for a building permit.

1. For multifamily, commercial, or industrial developments the applicant must have an approved Site Development Plan on file with the City of El Cajon Planning Division **PRIOR TO APPLICATION FOR BUILDING PERMITS.**
2. A **permit application** must be completed and plan check fees paid before plans can be processed for plan check.
3. Plans submitted for Over-the-Counter Wednesday (by appointment only) must complete review by Public Works for **Storm Water** and **Right-Of-Way/Dedication** requirements.

Plans submittals must conform to the following:

1. **FOUR (4) COMPLETE SETS OF PLANS ARE REQUIRED TO BE SUBMITTED WITH ALL APPLICATIONS FOR BUILDING PERMITS; Minimum size 8½"x11", Maximum size 30"x42" All sheets must be the same size.** Graph paper is not acceptable. Minimum 10 font type. Architectural scale required for all architectural sheets. Provide two (2) copies of soils reports, structural calculations, and any other supporting documentation if required with your plans.
2. **For Online Plan submission please visit the City's website at <https://www.cityofelcajon.us/>.** Hit the "I want to..." dropdown and choose "Apply for ... A Building Permit". Then click "Online Plan Submission" and follow the directions on the Project Assistance Center Webpage.
3. **FOOD SERVICE PERMITS** will require 2 sets of plans with the HEALTH DEPT stamp.
4. **PLANS SHALL INCLUDE A TITLE SHEET** which shall consist of a "scope of work" block describing the work to be done, square footage of the area of improvement, title block including the *Legal Owner, Job Address, APN, Occupancy Classification, and Type of Construction*, Sprinkled or Non Sprinkled. Plans should also include information blocks for the *building designer, or Architect and Engineer with wet stamps and signature.* Provide an index and a 6" x 8" blank space for city stamps.
5. **PLANS SHALL INCLUDE THE FOLLOWING TO SCALE:**
 - PLOT PLAN** showing property lines, all buildings (new and existing), dimensions, and indicating off-street parking (see Plot plan example).
 - FLOOR PLAN** (in full or in part) fully dimensioned, showing doors, windows, room finishes, electrical, plumbing, heating and air conditioning, etc. For additions and alterations show adjoining rooms.
 - STRUCTURAL DETAILS AND CUTS**, minimum of two sections at right angles clearly showing construction materials, sizes and attachments. If the standard plan used is an (ICBO, SPA, etc.) include two (2) copies of plans or reports. A standard plan may not be modified.

- FOUNDATION PLAN**, indicating bearing walls, details, width, depth, reinforcement, etc.
 - TWO (2) EXTERIOR ELEVATIONS**, indicating general appearance, windows, doors, finishes, roof cover, finish grade, etc.

 - IN GENERAL:** Detail any special features, such as; stairway construction, fireplaces, balconies, bay windows, posts and beams, trusses, skylights, etc. *Note any specification that cannot be detailed.* (Include two (2) copies of all applicable ICC reports)

 - ENERGY COMPLIANCE**, Two copies of the Title 24 energy compliance documentation need to be submitted with the plans. All compliance features must be reflected on the plans, insulation, dual glazing etc.

 - GREEN BUILDING STANDARDS**, Provide a note on the plans indicating Green Building Standards apply and itemize regulations relating to your project.
6. **FOR SMALL JOBS:** Additions, patios, garage conversions, pools, etc. include the items listed above that are pertinent to your project.
 7. **POOL PLANS** need the appropriate schedules & tables hi-lighted and **require engineering** on any special features that add a surcharge.
 8. **FOR SINGLE-FAMILY RESIDENCE AND ACCESSORY BUILDINGS:** The responsible designer (person who drew the plans) must sign the plans.
 9. **FOR BUILDINGS OTHER THAN SINGLE-FAMILY RESIDENCE AND ACCESSORY BUILDINGS:** Plans shall be prepared and signed on each page by a licensed architect, or civil engineer.
 10. **SCHOOL FEE FORMS:** School fees must be paid to the school districts that are affected. School fee forms can be picked up with plan corrections and must be presented to and released by the appropriate school district before the permit can be issued.
 11. **SEWER CONNECTION FEES:** Your project may require the payment of sewer connection fees which must be paid in conjunction with the issuance of your permit. Please be advised that sewer connection fees are considerable and may exceed the cost of the actual permit.
 12. **QUESTIONNAIRES:** County of San Diego, Hazardous Materials and Air Pollution Control questionnaires completed by owner or authorized agent. (required for commercial projects)
 13. **OWNER/BUILDER PERMITS:** The owner of the property shall sign the permit and owner/builder form in person when pulling a permit as owner/builder or provide a notarized letter authorizing an agent to sign the permit for them.
 14. **CONTRACTOR PERMITS:** shall have a current state contractors license, a business license from the City of El Cajon, and must provide proof of workers compensation insurance coverage.
 15. **TENANTS** obtaining a permit must provide a letter from the legal owner of the property giving the tenant permission for the work to be done and to pull the permit. The letter must be on business letterhead or shall be notarized.