



**City of San Ramon**  
**Building and Safety Services**

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**Updated: December 2023**

## Townhomes

*Prior to beginning your project, remember to always check with the Planning Department to confirm planning/ zoning requirements.*

**Please register and apply** at <https://sanramon.ca.gov/csspermits>

### The following are current applicable Codes:

2022 California Residential Code  
2022 California Building Code  
2022 California Mechanical Code  
2022 California Electrical Code  
2022 California Plumbing Code  
2022 California Energy Code  
2022 California Green Building Standards Code  
City of San Ramon Ordinances

**Except for plot site plans which shall be scaled 1/8" = 1',  
entire floor plans shall be scaled at 1/4" = 1' and plan details at not less than 1/2" = 1'.**

**The following is a compilation of the most common requirements for the plans preparation pertaining to Townhomes as identified by the City of San Ramon Building Division. Please review and consider these requirements/recommendations as you prepare your plans/documents for the building permit application.**

### **DOCUMENT SUBMITTAL GUIDELINES:**

- Sheet Size:** Plan sheet size shall be 24" x 36" or larger.
- Cover Sheet Information:** address of project; name and address of project owner; name, address, phone number, title and registration information of project design professional; applicable editions of state and local codes; description of project; type of construction; gross building area per floor (existing and addition/alteration); building height; fire sprinkler system (yes/no); an index of drawings.
- Digital Signature and Stamp** of Project Architect or Engineer is required on all drawings. Plans prepared by contractor or designer require a digital signature only (no stamp required).
- Imprinted documents:** All imprinted documents (e.g. title 24 forms) shall be in the original size. That is documents shall not be scaled to fit on the sheet it is imprinted.
- Sanitary Stamp** is required on front sheet of drawings.
- Plot Plan:** (1/8" = 1' scale); lot dimensions; dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and rights-of-way adjacent to the site with dimensions showing distances from the center line and edge lines of each adjacent rights-of-way to the adjoining property lines and existing buildings; location of easements and visible utilities on site; parking layout and location of all driveways, curb cuts and site entrances.
- Grading/Drainage Plan:** (1/8" = 1' scale); tops and toes of slopes; grade/pad elevations, ground slope drainage scheme and topographical details; retaining walls and drainage systems.

- Landscape Plan:** (1/8" = 1' scale); irrigation and planting schedule; accessory structures, walkways, pools, decks, sheds, etc.
- Architectural Plans:** (1/4" = 1' scale); exterior building elevations to include maximum building height expressed in vertical height; floorplans identifying all room areas and uses; building sections to include a section at the maximum building height and natural and finish grades; details of all fire-rated assemblies; stairway, handrail and guardrail details; window and glazing schedule; door schedule; room finish schedule (flame spread ratings); flashing details; roof covering specifications; exterior wall covering specifications.
- Structural Plans (including, but not limited to):** (1/4" = 1' scale); footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured trusses signed by design engineer (including ID #'s and splice and connection details); structural material specifications; etc.
- Plumbing Plans:** site utility plan; complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, etc.; pipe size calculations (waste/vent, water, roof drain); indicate whether appliances are gas-operated, electric, or otherwise; etc.
- Mechanical Plans:** complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; gas pipe sizing calculations; etc.
- Electrical Plans:** complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, detail all computed loads and ground-fault calculations, and show the location and description of all receptacles, switches, lighting fixtures, etc.

**CALCULATIONS**

- Structural Calculations:** loading criteria per ASCE hazards tool. <https://asce7hazardtool.online/>
- Title 24 energy calculations and forms:** Complete all Title 24 energy documentation (including all required calculations) as required by the State of California, all parts shall be completely filled out and signed. These are required to be produced on the plans and shall be in the original size. That is documents shall not be scaled to fit on the sheet it is imprinted on.

**OTHER DOCUMENTS**

- Geotechnical (Soils) Report:** Stipulation of required special inspections and other structural inspections per Section 107 (current California Building Codes)
- San Ramon Valley School District Receipt** (when addition exceeds 500 square feet)  
699 Old Orchard Drive, Danville, CA 94526 (925) 552-5500

**SUBMIT APPROVAL FROM THE FOLLOWING CITY DEPARTMENTS or AGENCIES:**

- Sanitary District (Plans shall be stamped prior to submittal, for all new, additions or alterations)**  

<u>Central Sanitary, 5019 Imhoff Place, Martinez</u>	<u>Phone: (925) 228-9500</u>
<u>Dublin San Ramon Services District, 7051 Dublin Blvd, Dublin</u>	<u>Phone: (925) 828-0515</u>
- San Ramon Valley Unified School District** (additions over 500 s.f.)  

600 Old Orchard Dr, Danville	<u>Phone: (925) 552-2944 Laura Cahalen</u>
	<u>Phone: (925) 552-2906 Julie Bollenbach</u>
- City of San Ramon Planning Department** Phone: (925) 973-2560
- City of San Ramon Engineering Department** Phone: (925) 973-2670
- You checked with your Homeowner's Association for approval?**      \_\_\_ Yes \_\_\_ No

**PROVIDE THE FOLLOWING CONTRACTOR INFORMATION:**

- City of San Ramon Business License. <https://sanramon.ca.gov/csspermits>
- Copy of pocket license issued by State Contractor's License Board.
- Certificate of Insurance for Worker's Compensation with the City of San Ramon listed as certificate holder.
- Letter of authorization on company letterhead signed by the license holder authorizing the applicant to sign permits.

**Prior to issuance of permit, pad compaction report is required to be provided, along with civil engineers' certification that building(s) are positioned horizontally and vertically per approved plans.**

**Please allow up to 15 business days for the first round of review.  
10 business days for subsequent rounds of review.**

Plan check fees includes up to 3 rounds of review.  
Subsequent reviews will be charged hourly (please refer to the Fee Resolution for fees).