



Submittal Requirements Checklist

for BUILDING PERMIT APPLICATION - PART A

Important Information

When you receive your email to upload your plans, please ensure the following requirements are met before submitting your files. This will help ensure the fastest processing time. By following these requirements, you will help avoid delays and ensure that your plans are processed efficiently.

Code Enforcement Review

Applications for properties with open code enforcement cases will be reviewed by Code Enforcement. Only applications that address existing code violations will be approved.

Planning Entitlement Review

Applications for properties involved with or previously subject to a Planning entitlement may be referred to the Planning Department. Please ensure all fees and required documents for the Planning entitlement are submitted with your Building Permit application.

Additional Documentation Requirements

Depending on the specific scope and location of your proposed project, additional documentation may be required to obtain plan review approval and permit issuance. This may include, but is not limited to, the following:

- Structural Engineering, Civil Engineering, and Surveyor Plans, including boundary and topographic data
- Photometric Plans
- Grading and Drainage Plans
- Construction Management Plans, Erosion & Sediment Control Plans, and Stormwater Control Plans
- Site Accessibility and Utility Plans
- Access, Driveway / Access Road with Grade Profile, Parking, and Circulation Plans
- Parking Study, Traffic Study
- Emergency Evaluation Plan
- Engineer's Structural Calculations
- Geotechnical Report, Recommendations, and Review Letter
- Energy Calculations and Reports (T-24)
- Installation Specifications for Major Appliances or Equipment
- Hydrologic and Hydraulic Calculations, per MCC24.04.520
- Marin County [Green Building Requirements](#)
- Marin County [Low-Carbon Concrete Requirements](#)
- Copy of Planning Permit / Planning Entitlement
- Copy of EHS Septic Permit, Septic Destruction Permit, and Water Permits, including Inspection of Septic System
- Arborist Report
- Biological Report
- Deferred Submittals:
 - Truss Calculations
 - Fire Sprinkler and/or any Fire Protection System Plans to Local Fire District
 - Vegetation Management Plans to Local Fire District
 - Solar per CF1R
- Landscape Plans
- Floor Plans (demolition plans, existing floor plans, proposed floor plans)
- Elevation Drawings

Please ensure that all relevant documents are provided to facilitate a comprehensive review and approval process.

Title or Cover Sheet

Below are the general requirements to include on your title or cover sheet for building permit application review and approval.

Project Documentation Requirements

- Project Description: Clearly state the proposed type of project and scope of work
- Directory or Index: Provide a directory or index of all drawing sheets
- Deferred Submittals: List any deferred submittals

Data Table

- Assessor Parcel Information
 - Number
 - Address
 - Zoning
 - Size
- Number of Stories
- Floor Areas
 - Existing
 - Proposed
 - Total
- Floor Area Ratio (FAR)
- Applicable Edition of the California Building Standards Code
- Use Type for Each Building: Include occupancy group per code
- Types of Construction per Code
- Seismic Design Category: Include latitude/longitude
- Occupant Load Calculations per Code
- Existing and Proposed Fire Sprinklers and/or any Fire Protection System
- Certified Access Specialist (CASP) Report: Include status or exemption
- Calculations for
 - Egress
 - Vehicle and Bicycle Parking
 - Plumbing Fixture Count
 - EV Parking (for commercial)

Conventional vs. Non-Conventional Construction

- **Conformance:** Indicate whether the project design conforms to Conventional Construction as defined by Section 2308 of the C.B.C. or Section R301 of the C.R.C (Site Class D only with a maximum of two stories and basement per C.B.C. definitions or Soil/Geotechnical Reports for other Site Classes as required). If not, the project design will be considered Non-Conventional construction by default.
- **Accessibility:** Compliance with California and Federal accessibility laws is required for most commercial and some residential projects. It is strongly recommended to engage a professional accessibility specialist (CASP) for project analysis, plan preparation, and hardship applications or equivalent facilitation proposals prior to submission.

Person in Responsible Charge

- **Design Professional in Responsible Charge:** A licensed individual responsible for reviewing and coordinating all submittal documents, including phased and deferred submittal items, to ensure compatibility with the overall design of the building or structure.
- **Individual in Responsible Charge:** A individual responsible for overseeing the submittal documents throughout the project.
- Please provide the required information for either the **Design Professional in Responsible Charge** or the **Individual in Responsible Charge:**
 - Name
 - Phone Number
 - Email Address

Owner Information

- Details Required
 - Name
 - Address
 - Phone Number
 - Email Address

General Sheet Requirements

- Title Block
 - Name and signature of the plan sheet preparer
 - Professional stamp (if applicable)
 - Address, phone number, and email address of the plan sheet preparer
- Project Information
 - Project Title
 - Site Address
 - Assessor Parcel Number (APN)
- Plan Sheet Details
 - Designation of the type of each plan sheet (e.g., Floor Plan, Elevations)
 - Page Number
 - Revision table showing dates
- Scale: Minimum scale of 1/4" = 1'-0" unless otherwise noted
- Additional Elements
 - Vicinity Map
 - North Arrow

I have reviewed the general requirements for the Title or Cover Sheet outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements.

I confirm these Title or Cover Sheet requirements apply to my project.

Site Plans

Below are site plan requirements needed for the review and approval of your building permit application.

Scale

- Site Plans must be drawn in accordance with an accurate boundary line survey to a minimum scale of 1/8" = 1'-0" (architectural) or 1/10" = 1'-0" (engineering). Aerial photo site plans are not accepted.

Include the following:

- **Property Lines and Easements:** Show all property lines with dimensions, all easements, required zoning setbacks (or building envelope), and include a North arrow.
- **Topographic Contours:** Existing and proposed contours at 2-foot intervals, or sufficient spot elevations for flat sites. Use NAVD 88 for sites within 25 feet of sea level or in flood zones.
- **Finished Grade:** Indicate finished grade elevations and contours.
- **Physical Site Features:** Include wetlands, creeks or watercourses (indicate flowline, top of bank, and distances to top of bank for proposed work), trees (including those to be removed), vegetation, rock outcroppings, and springs.
- **Existing and Proposed Structures:** Show all structures with distances to property lines, including building outlines with roof plan overlays, gutters, downspouts, drainage designs, stormwater collection facilities, and sizes/areas of new or replaced impervious surfaces. (Attach Grading and Drainage Plan)
- **New Structures and/or Additions:** Overlay a roof plan on the topographic contours showing roof corners and ridgeline elevations. When natural grade no longer exists, interpolation of natural grade (based on surrounding natural grade) shall be shown in dashed contour lines through structure footprints.
- **Excavations, Cuts, and Fills:** Show locations, areas, and quantities, including limits of disturbance. (Attach Grading and Drainage Plan)
- **Driveway Access:** Include a dimensioned road plan with grade profile, parking, driveway slope, width, surface type, and maneuvering space.
- **Site Distance Analysis:** Include references if required.
- **Commercial and Multi-Family Residential Projects:** Show site circulation and maneuverability for fire trucks, garbage trucks, and delivery vehicles, including the size of each vehicle referenced.
- **Adjacent Streets and Easements:** Show the full width of right-of-way, labels indicating public or private status, edges of pavement, bike paths, and all utilities and their locations. Indicate proposed improvements or work within the right-of-way.
- **Septic System and/or Water System:** (For parcels with on-site water and sanitation)
 - **Septic System:** Include the size and location of the septic tank, any associated equipment, and the location of the disposal (leach) field and reserve leach field area.
 - **Water Source:** Indicate whether the source is a well or spring, and label it clearly.
 - **Water System:** Show and label the storage tanks and water treatment system.
 - **Buildings:** Label all buildings and structures connected to the water source.
 - **Water Use:** Specify if the water source is for potable use, irrigation, or both. If applicable, include the Permit-to-Operate (PTO) number.
- **Existing and Proposed Site Design Elements:** Include retaining walls (with top-of-wall and bottom-of-wall elevations), walkways, fences, exterior lighting, vehicle access gates, mailboxes, rooftop and ground-mounted PV systems, generators, propane tanks, decks, detached platforms, docks, swimming pools and spas, outdoor kitchens and patios, gazebos and trellises, playgrounds and sports courts, and trash enclosures.
- **Flood Zone Attributes:** For properties within a Flood Zone, include low and high tide contours, FEMA Special Flood Hazard Area designation, and boundary and base flood elevation.
- **California Accessibility Compliance:** (for non-residential and multi-family uses): Identify public transportation and parking locations/layouts, all accessible routes (including slopes, surfacing, and clear widths), all publicly accessible buildings, facilities, or amenities associated with the project, exterior signage, and dimensioned and numbered parking spaces.

I have reviewed the Site Plan requirements outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements when a site plan is required for the review and approval of my project.

I confirm these Site Plan requirements apply to my project.

Floor Plans

Below are the architectural floor plan requirements for our review and approval of your building permit application.

Existing and Proposed Floor Plans

- Provide floor plans for both existing and proposed conditions, including a North arrow.
- Clearly identify the use of each room.
- Detail all proposed work, including exterior decks and patio features.
- Clearly show all doors and windows.
- Ensure that sections are correctly reflected in their locations on the floor plans.
- Include grid lines for clarity, ensuring that architectural and structural grid lines align.
- For major remodels, provide a clear scope of work across multiple plan sheets (e.g., Site Plan, Floor Plans, Elevations).

Wall Construction Legend

- Include a legend on the plans indicating:
 - Walls to remain
 - New walls
 - Walls to be modified
 - Walls to be removed
- Include door and window schedules.

Additional Features

- **Mechanical, Electrical, and Plumbing**
 - These features may be overlaid onto the Architectural Floor Plan or provided on separate Floor Plans.
- **Legend and Code Compliance Notes**
 - Include a legend and provide code compliance notes for each feature:
 - Mechanical features
 - Electrical features (power, lights, alarms, switches)
 - Plumbing features

Accessibility Compliance

- Demonstrate how the project meets California accessibility requirements for all non-residential and multi-family structures.
- Show paths of travel routes and other required accessibility features on the plan.

I have reviewed the Floor Plan requirements outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements when floor plans are required for the review and approval of my project.

I confirm these Floor Plan requirements apply to my project.

Exterior Elevations, Sections, and Roof Plans

Below are the requirements for architectural exterior elevations and roof plans needed for our review and approval of your building permit application.

Existing and Proposed Exterior Elevations

- Include the following information:
 - Existing and proposed exterior grades
 - Base flood elevation and finished floor elevations in FEMA Special Flood Hazard Areas
 - Label each elevation as North, South, East, or West
 - Describe all finish materials, noting those intended to comply with Fire Severity Zone requirements
 - Dimensions from grade to each elevation

Existing and Proposed Cross-Sections

- Provide cross-sections through the lowest grades and highest roof elevations (include both directions).
- Indicate all interior heights and the overall structure height.
- Include details on:
 - Materials and methods of construction
 - Interior heights
 - Waterproofing details
 - Types of insulation and methods of venting both the underfloor area and the attics

Exterior Walls and Roof Details

- Show existing and proposed:
 - Exterior wall assembly
 - Roofing assembly, including eave, soffit, and gutter
 - Solar equipment
 - Chimneys
 - Skylights
 - Doors and windows
 - Decks
 - Porches
 - Other features

Retaining Walls

- Provide dimensioned elevations for both existing and proposed retaining walls, along with detailed cross-sections.
Note: Detached retaining walls exceeding 4 feet in height may require additional building permits.

Fences and Vehicular Gates

- Provide architectural elevations and details.

Non-Residential Signs, Towers, and Monuments

- Provide architectural elevations and details.

California Accessibility Features

- Include details as required for non-residential or multi-family projects, such as:
 - Ramps
 - Stairways
 - Barriers
 - Protruding objects
 - ATMs
 - Service and sales counters
 - Other exterior features requiring access compliance

Existing and Proposed Roof Plans

- Provide roof plans that show the following test:
 - Existing and proposed hip, ridge, eave, and valley lines
 - Heights of roof elevations
 - Type of materials
 - Roof slopes
 - North arrow
 - Downspouts
 - Skylights
 - Solar equipment (including setback distances)
 - All other visual features

I have reviewed the Exterior Elevation, Section, and Roof Plan requirements outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements when exterior elevations, sections, and roof plans are required for the review and approval of my project.

I confirm these Exterior Elevation, Section, and Roof Plan requirements apply to my project.

Structural Plans, Sections, and Calculations

Below are the requirements for structural plans, sections, and calculations needed for the review and approval of your building permit application.

Structural Drawings

- List structural observations and special inspections.
- Structural drawings must include dimensioned and annotated layouts and complete details for:
 - Foundation, floor, ceiling, wall, and roof plans
 - Truss layout plans and details
 - Flood vents, including calculations and details (when applicable)

Structural Calculations

- Provide two sets (when submitted on paper), double-sided on 8½ x 11 paper preferred
- Structural calculations are required for detached structural retaining walls

I have reviewed the Structural Plan, Section, and Calculation requirements outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements when structural plans, sections, and calculations are required for the review and approval of my project.

I confirm these Structural Plan, Section, and Calculation requirements apply to my project.

Demolition Plans

Below are requirements for demolition plans needed for the review and approval of your building permit application.

Indicate Work to the Existing Structure

- Use the following legend:
 - Existing walls to remain
 - Existing walls to be removed
 - Existing walls to be modified
 - Walls to be modified must include all walls where any modification is proposed (e.g., shear walls, framing upgrades, new plate heights)

Zero Waste Marin Recycling & Reuse Plan

- Demolition projects must submit a “J” Number

Erosion and Sediment Control

- Include erosion and sediment control plans with demolition applications for an entire structure

I have reviewed the Demolition Plan requirements outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements when demolition plans are required for the review and approval of my project.

I confirm these Demolition Plan requirements apply to my project.

Other Compliance Forms

To ensure your building permit application is reviewed and approved, please include the following forms and details.

Conditions of Approval

When required by your Planner, list Conditions of Approval from any separate Planning Permits (e.g., Design Review, Variance) on a separate, full-sized plan sheet placed at the front of the plan set. Include any other agency approvals.

Compliance with Building Inspections Verification Procedures

Adhere to Building Inspections Verification Procedures per Chapter 22.20, Marin County Code (Outdoor Construction Activities).

Biological Site Assessment

When required by your Planner for work within the Coastal Zone and San Geronimo Valley, provide a biological site assessment prepared by a qualified biologist. This assessment should identify Environmentally Sensitive Habitat Areas (ESHAs), wetlands, wetland conservation areas, streams, stream conservation areas, lakes, and coastlines, as applicable.

Constraints Map

When required by your Planner for work within the Coastal Zone and San Geronimo Valley, prepare a composite constraints map showing site boundaries and improvements overlaid with environmental constraints. This should be prepared by the project architect or civil engineer in consultation with other technical specialists.

- **In the Coastal Zone:** Base the constraints map on the County's Local Coastal Program (LCP) and relevant environmental studies. It should clearly show:
 - Beaches, wetlands, streams, and lakes
 - Mean high tide line
 - Environmentally Sensitive Habitat Areas (ESHAs)
 - Bluff top edges
 - Top of bank of all streams
- **In the San Geronimo Valley:** The constraints map should clearly show:
 - Edge of any Stream Conservation Area
 - Edge of riparian vegetation
 - Top of bank

Soils / Geotechnical Reports

When required by the type and scope of the project and based on the Building Code requirements, provide Soils / Geotechnical Reports. Include the Geotechnical Engineer's review letter addressing the professional review of civil plans for structural, grading, drainage, and stormwater control.

NOTE: Plans and other documents authored by licensed or registered California Design Professionals must be stamped and signed by the author.

Title 24 Energy Calculations

When required by the type and scope of the project and the California State Energy Code, provide Title 24 Energy Calculations on separate full-sized plan sheets to demonstrate compliance with the County's Green Building Requirements.

NOTE: Substantial energy efficiency is required for new buildings, especially new single-family homes greater than 4,000 square feet. Consider these requirements early in project design.

CalGreen Checklist

When required by the type and scope of the project, provide a CalGreen checklist demonstrating compliance with the County's Green Building Requirements.

Marin Low Carbon Concrete

When concrete is part of your project, include a compliance form for the County's Low-Carbon Concrete Requirements in your plan set.

Grading and Drainage Plans

When required by the type and scope of the project, provide dedicated Grading and Drainage Plans, including erosion/sediment control and stormwater control plans.

Encroachment Permit

When required by the type and scope of the project, provide a separate Encroachment Permit application for any proposed work within a County-maintained street or right-of-way.

Site Distance Analysis

When required by the type and scope of the project, provide a Site Distance Analysis.

I have reviewed the Other Compliance Forms outlined for my project. I understand that the plans prepared and submitted for this building permit application must comply with these requirements when other compliance forms are required for the review and approval of my project.

I confirm these Other Compliance Forms apply to my project.

Applicant Signature

By signing below, I acknowledge that I have reviewed this submittal checklist. I understand that failure to comply with these requirements may lead to increased plan review times and costs. Incomplete submissions may result in delays until all required information is provided.

Note: County staff may request additional information on a case-by-case basis as needed for each project.

My electronic signature agreeing to the aforementioned is below:

Applicant's Signature
