



**BUILDING PLAN CHECK REQUIREMENTS**  
**CITY OF ENCINITAS**  
**PLANNING AND BUILDING DEPARTMENT**  
505 South Vulcan Avenue  
Encinitas CA 92024  
(760) 633-2710

This hand-out describes the plan elements required of building permit plan check submittals for review by Planning staff. Please use the following checklist to assist you in preparing your plans or making corrections.

**General Instructions**

1. Start your initial plan submittal with the Planning Department.
2. Four sets of full structural plans are required for single family dwellings or larger projects: one (1) each for the Building, Planning, Fire and Engineering Departments.
3. All changes or modifications must be reprinted on blue-line with signature of person making change (owner, civil engineer, or architect) and re-submitted to the Building division.

**A. Site Plan**

- 1. Vicinity Map
- 2. North Arrow
- 3. Scale
- 4. Site Address
- 5. Assessor Parcel Number (APN)
- 6. Zoning
- 7. Occupancy Use (if commercial)
- 8. Property Lines, labeled and dimensioned
- 9. Set-backs, indicated and dimensioned
- 10. Street Centerline
- 11. Alley Centerline (if applicable)
- 12. Access Easements with Title Report (if applicable)
- 13. Proposed Right-of-Way "ROW" and/or Irrevocable Offer to Dedicate "IOD" (if applicable)
- 14. Site elevation contour line
- 15. Average lot slope within the building envelope (area outside required set-backs); note on plans whether slope is less than or equal to, or greater than 10%.
- 16. Grading<sup>1</sup> (if applicable): total and average amount of cubic yards of dirt moved; amount of cut and fill (height and depth in feet)
- 17. Driveway width at "ROW", % of slope and surface material
- 18. Height of fences and retaining walls, both existing and proposed
- 19. Floor Area of residence

- 20. Floor Area of garage<sup>2</sup>
- 21. Floor Area Ratio: obtained by dividing the total bulk floor area by the gross lot area (applies to Zones R-5, R-8, R-11, RS-11 and all non-residential zones)
- 22. Lot Coverage: obtained by dividing the ground floor area of building(s) by the lot area, exclusive of the ultimate street ROW

## **B. Elevations**

- 1. Scale
- 2. Existing and finished grade (labeled on each view)
- 3. Maximum height. Structure height is to be measured from the lower of existing or finished grade. Clearly show both grades and note if same on all elevations; dimension maximum height of structure(s)
- 4. Additions: Clearly indicate what is existing and what is being proposed as the addition.

## **C. Floor Plans**

- 1. North Arrow
  - 2. Scale
  - 3. Label each room
  - 4. Garage (Must provide a minimum of 8'-6" x 19' clear inside for each car. Door width minimum: single 7'6" and double 15')
  - 5. Basement: Clearly show that basement meets the definition as set forth in Municipal Code Chapter 30.04, Chapter Definitions: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half (1/2) of its perimeter is more than 4' above the natural grade."
1. Include Copy of Grading permit and environmental statement if necessary
  2. Area shall not exceed 50% of the floor area of the residence, or 1,000 sq. ft., whichever is smaller (minimum 480 sq. ft. garage is permitted).