



CITY OF CHINO

Development Services Department
Building Division
13220 Central Avenue
Chino, CA 91710
Tel: (909) 334-3251
Fax: (909) 334-3729

TRACT PLAN SUBMITTAL

Minimum Submittal Requirements

Plans shall be submitted on-line for plan check. Five (5) complete sets of plans must be submitted. The plan review process is three to five weeks. Plan submittal may be submitted after Development Review Board (DRB). The plans must be drawn to scale on Substantial paper exactly as the building is to be constructed. Defaced, incomplete, indefinite or faded plans will not be approved. All plans are to be blue printed or inked drawings. Plans must consist of the following:

1. **ADMINISTRATIVE:**

- a. Construction application form.
- b. Request for addresses shall be submitted to the Building Division five (5) weeks prior to building plan check submittal. Address submittal shall include street name approval, tract site map, name of developer, name of tract, tract number, lot numbers, house meters, and all pedestals.
- c. Sequence sheet with the following information: name of developer, contact name, contact phone number, email, note number of phase, name of tract, tract number, parcel numbers, addresses, lot numbers, living area square feet, garage square footage, square footage of patios, porches, provided on excel spread sheet.
- d. Fixture sheet per plan.

2. **SITE PLAN:**

- a. Fully dimensioned with legal description and lot lines indicated.
- b. All improvements including proposed construction and parking.
- c. Grades and elevation of site and building.
- d. Path of travel for disabled access from street, parking spaces, and building.
- e. Location of existing and/or proposed utilities.
- f. Project address along with owner's name and address.
- g. Building location, floor area, type of construction, sprinklers, and area separation walls.
- h. Clearly identify all private streets and public streets. Where applicable, provide accessibility plan.

3. **FOUNDATION PLAN:**

- a. Provide a plan view of foundation showing all supporting elements (piers, etc.), connection locations, type and size, and cross reference to proper details.
- b. Note soil type and all allowable soil bearing pressure used for building design. Methane report required.
- c. Indicate all steel reinforcement, anchor bolt size and location, wire mesh, vapor barrier, etc.

4. **BUILDING PLANS:**

- a. Fully dimensioned floor plan showing use of all occupied space (office, storage, etc.), exits, occupancy or area separation walls, corridors, etc.
- b. Fully dimensioned cross section.

- c. Show all fixed elements of construction (walls, partitions, cabinets, shelving, etc.) on floor plan.
 - d. Door and window schedule.
 - e. Interior finish schedule.
 - f. Show complete, fully dimensioned elevations.
 - g. Indicate roof pitch and type of roofing.
 - h. Show details of special or unusual construction materials.
 - i. Show detail of fire rated construction and include item number of assembly from the tables in chapter 7 of the CBC or approved in ICC evaluation report.
 - j. Complete structural plans, calculations, and specifications.
 - k. Plans are to be stamped and wet signed by the professional responsible for their preparation.
 - l. Plans, details, and specifications for disabled access compliance.
 - m. Show type of material to be used.
5. PLUMBING PLANS:
- a. Plumbing isometric/schematic (water, gas, waste).
 - i. Size all lines.
 - ii. Show all vents, soils, and cleanouts.
 - iii. Show type of material to be used.
6. MECHANICAL PLAN:
- a. Mechanical isometric/schematic, size all ducts.
 - b. Location of return air.
 - c. Location of all fire dampers.
 - d. Method and amount of combustions air.
 - e. Location of all HVAC units. For roof top units include the following:
 - i. Weight of units.
 - ii. Details on roof framing that supports the unit(s).
 - iii. Type of curb and details for such.
 - iv. Engineering if applicable.
 - f. Exhaust hoods and/or vents (provide complete details as applicable).
7. ELECTRICAL PLAN:
- a. Single line diagram (include service, feeders, sub panels, conductors, transformers, grounding, etc.).
 - b. Panel schedules with circuit identification.
 - c. Indicate all outlet, fixture, and equipment locations.
 - d. Indicate all hazardous electrical locations as applicable.
 - e. Provide complete electrical load calculations.
8. ENERGY COMPLIANCE:
- a. Two sets of energy calculations as required by Title 24.
 - b. Mechanical calculations, including the related applicable forms and information.
 - c. Lighting calculations, including LTG-1 certificate of compliance form and related applicable forms and information.
- Note: Show all of the requirements of the energy calculations on the plans.
9. ADDITIONAL PLANS AND INFORMATION:
- a. California Green Code.
 - b. Special inspection requirements.
 - c. Housing Accessibility if applicable shall comply with CBC Chapter 11A.
 - d. All conditions of approval issued by the Planning Division.
10. SEPARATE SUBMITALS:
- Obtain prior to issuance of Building Permits unless otherwise authorized by the Building Official.
 - a. Fire District (909) 902-5260