



CITY OF CHINO  
Development Services Departments  
13220 Central Ave, CA. 91710  
Tel:(909) 334-3251  
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## **MULTI-FAMILY PLAN SUBMITTAL**

### **Minimum Submittal**

The City of Chino is making available Electronic Plan Review submissions to our customers via our Online Portal. For successful electronic plan submittals, follow Electronic Plan Review – Plans Submittal Standards format requirements below and provide design items 1-8 below. Please visit [cityofchino.org](http://cityofchino.org) to begin plans submittal. If applicable when structural calculations, soil report, and energy calculations are required, separate files submittals shall be provided.

#### **ADMINISTRATIVE**

- a. Construction application form
- b. Tract site map
- 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.
- c. Fixture sheet per plan.

#### **1. PLOT 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 disable 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.

## 2. **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.
- c. Indicate all steel reinforcement, anchor bolt size and location, wire mesh, vapor barrier, etc.

## 3. **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 UBC or approved in ICBO 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 disable access compliance.

## 4. **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

## 5. **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)

## 6. ELECTRICAL PLAN

- a. Single line diagram (include service, feeders, sub panels, conductors, transformers, grounding, etc)
- b. Panel schedules with circuit identification, description of circuits, and voltage.
- c. Indicate all outlet, fixture, and equipment locations
- d. Indicate all hazardous electrical locations as applicable
- e. Provide complete electrical load calculations

## 7. ENERGY COMPLIANCE

- a. Energy calculations as required by Title 24
- b. Mechanical calculations, including the MECH-1 certificate of compliance form and 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

## 8. ADDITIONAL PLANS AND INFORMATION

- a. California Green Code
- b. Special inspection requirements
- c. Housing Accessibility if applicable shall comply with CBC chapter 11A and chapter 11B for leasing offices.
- d. All conditions of approval issued by the Planning Division

## 9. SEPARATE SUBMITALS:

The following Departments/agencies require separate submittals. All approvals must be obtained prior to issuance of Building Permits unless otherwise authorized by the Building Official.

Planning Division (909) 334-3253

Public Works / Engineering (909) 334-3265

Fire District (909) 902-5260

San Bernardino County Health Department (909) 945-4313

## **Electronic Plan Review – Plans Submittal Standards**

Your plan review can begin once the following submittal requirements are met.

### **SUBMITTAL REQUIREMENTS**

Plans can be submitted in two ways.

Plans can be uploaded on the Online Portal during the application submittal process. <https://aca.cityofchino.org/citizenaccess>

Plans can be brought to the city hall building division counter on a USB drive or CD/DVD with files of the project drawings and support documents as follows:  
- Place all files on the root folder; do not use sub-folders. See file naming conventions below.

- Only files for the current submittal are to be provided. For example, if your project is a resubmittal, do not include files from the original submission.

Plan drawings shall be uploaded as a single combined multipage file of type "Plans"

Other Supporting Documents shall be uploaded as required for the permit type. This may include a fill uploaded for calculations, a file uploaded for specs, etc., as required for the type of permit.

All files should be PDF or PDF/A - Digital documents should be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required; bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements

Unsecured setting - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.

Landscape orientation - All "Plan" documents/drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.

"Supporting Documents", such as calcs, specs and other reports, which are normally 8 ½" x 11", can be uploaded in portrait orientation.

6x6-inch stamp space on Cover Sheet - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

3x3-inch stamp space on each drawing sheet - Provide a 3" x 3" clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.

Scale, legibility and legends - Plans shall be to scale, fully dimensioned, and legible:

- Text prints at minimum 10pt font size - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.
- Use symbols and grayscale, not color - Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information.

Include a legend that defines all symbols. Plans shall be legible when set to print in Grayscale Index Sheet and Indexed Pages - Provide an Index Sheet that summarizes all the documents in the submittal; Index/bookmark the pages within the PDF. The index should note the unique sheet number, an optional title/description of the sheet is also acceptable.

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