



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

SINGLE 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. to begin plans submittal. If applicable when structural calculations, soil report, and energy calculations are required, separate files submittals shall be provided.

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. Location of existing and/or proposed utilities.
- e. Project address along with owner's name and address.
- f. Building location, floor area, and type of construction.

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.
- d. Methane Report.

3. PLUMBING PLAN:

- 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.

4. 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.
- f. Exhaust hoods and/or vents (provide complete details as applicable).

5. 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.

6. BUILDING PLAN:

- a. Fully dimensioned floor plan showing use of all occupied spaces.
- 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. Electrical: location of service panel, receptacles, switches, light fixtures.
- g. Show complete fully dimensioned elevations.
- h. Indicate roof pitch and type of roofing.
- i. Show details of special or unusual construction materials.
- j. Complete structural plans, calculations, and specifications.
- k. Plans are to be stamped and wet signed by the professional responsible for their preparation.
- l. Show type of material to be used.

7. ENERGY COMPLIANCE:

- a. Energy calculations as required by Title 24 Part 6.
 - i. **Note:** Show all of the requirements of the energy calculations on the plans.
- b. Exceed by three percent the mandatory California Energy Code Title 24, Part 6 standards.

8. CALIFORNIA GREEN STANDARDS CODE:

- a. Chapter 4- RESIDENTIAL MANDATORY MEASURES.
- b. All tables in chapter 4 shall be shown on plans.

9. ADDITIONAL PLANS AND INFORMATION:

- a. Special inspection requirements.
- b. All conditions of approval issued by the Planning Division.
- c. Two (2) sets of wet stamped and signed Truss Plans and calculations.

10. SEPARATE SUBMITTALS:

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.

- a. Planning Division (909) 334-3253
- b. Public Works / Engineering (909) 334-3265

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 1/2" 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.

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.