



City of El Cajon  
Building and Fire Safety Division  
200 Civic Center Way  
El Cajon, CA 92020  
Phone: 441-1726

## PLAN REQUIREMENTS

1. **PRIOR TO APPLICATION FOR BUILDING PERMITS:** Applicant must have an approved Site Development Plan on file with the City of El Cajon Planning Division for any multiple, commercial or industrial developments.
2. The Property Owner **Certification of Easement** and **Rights-of-Way** must be completed prior to plan submittal for any new buildings or additions.
3. An **Erosion Control plan** must be approved prior to the issuance of a building permit.
4. The **Fire Department Plan Check Review Disclosure Statement** must be completed prior to the issuance of a permit. Your plan may have to be reviewed by the Fire Department depending on the declarations made on this form.
5. **FOUR (4) COMPLETE SETS OF PLANS ARE REQUIRED TO BE SUBMITTED WITH ALL APPLICATIONS FOR BUILDING PERMITS; Minimum size 8½"x11", Maximum size 30"x42" All sheets must be the same size. Graph paper is not acceptable.** Provide two (2) copies of soils reports and, or, structural calculations if required with your plans. **FOOD SERVICE PERMITS** will require 2 sets of plans with the HEALTH DEPT stamp.
6. **PLANS SHALL INCLUDE A TITLE SHEET** and shall consist of a "scope of work" block describing the work to be done including square footage of the area of improvement, addition, or building area. Plans should include information blocks for the *Legal Owner, Job Address, APN, Occupancy Classification, and Type of Construction*, Sprinkled or Non Sprinkled. Plans should also include information blocks for the *building designer, or Architect and Engineer with wet stamps and signature*.
7. **PLANS SHALL INCLUDE THE FOLLOWING TO SCALE:**
  - PLOT PLAN** showing property lines, all buildings (new and existing), dimensions, and indicating off-street parking (see Plot plan example).
  - FLOOR PLAN** (in full or in part) fully dimensioned, showing doors, windows, room finishes, electrical, plumbing, heating and air conditioning, etc. For additions and alterations show all adjoining rooms, fully dimensioned.
  - STRUCTURAL DETAILS AND CUTS**, minimum of two sections at right angles clearly showing construction materials, sizes and attachments. If the standard plan used is an (ICBO, SPA, etc.) include two (2) copies of plans or reports. A standard plan may not be modified.
  - FOUNDATION PLAN**, indicating bearing walls, details, width, depth, reinforcement, etc.
  - TWO (2) EXTERIOR ELEVATIONS**, indicating general appearance, windows, doors, finishes, roof cover, finish grade, etc.

- **IN GENERAL:** Detail any special features, such as; stairway construction, fireplaces, balconies, bay windows, posts and beams, trusses, skylights, etc. *Note any specification that cannot be detailed.* (Include two (2) copies of all applicable ICBO reports)
  - **ENERGY COMPLIANCE,** Two copies of the Title 24 energy compliance documentation need to be submitted with the plans. All compliance features must be reflected on the plans, insulation, dual glazing etc.
8. **FOR SMALL JOBS:** Additions, patios, garage conversions, pools, etc. include whatever items listed above that are pertinent.
  9. **POOL PLANS** need the appropriate schedules & tables hi-lited and **require engineering** on any special features that add a surcharge.
  10. **FOR SINGLE-FAMILY RESIDENCE AND ACCESSORY BUILDINGS:** The person who drew the plans must sign the plans.
  11. **FOR BUILDINGS OTHER THAN SINGLE-FAMILY RESIDENCE AND ACCESSORY BUILDINGS:** Plans shall be prepared and signed on each page by a licensed architect, or civil engineer.
  12. **SCHOOL FEE FORMS:** School fees must be paid to the school districts that are affected. The forms will be prepared by the Building Division during plan check for the applicant and must be presented to and released by the appropriate school district before the permit can be issued.
  13. **SEWER CONNECTION FEES:** Your project may require the payment of sewer connection fees which must be paid in conjunction with the issuance of your permit. Please be advised that sewer connection fees are considerable and may exceed the cost of the actual permit.
  14. **QUESTIONNAIRES:** County of San Diego, Hazardous Materials and Air Pollution Control questionnaires completed by owner or authorized agent. (required for commercial projects)
  15. **PROOF OF WORKER'S COMPENSATION INSURANCE COVERAGE:** Unless exclusively the owner or his immediate family, spouse, parents and/or children only does the work, WORKERS COMPENSATION INSURANCE coverage will be required.
  16. **OWNER/BUILDER:** The owner of the property shall sign the permit and owner/builder form in person when pulling a permit as owner/builder or provide a notarized letter authorizing an agent to sign the permit for them.
  17. **CONTRACTORS** shall have a current state contractors license, workers compensation and a current City of El Cajon business license.
  18. **TENANTS** obtaining a permit must provide a letter from the legal owner of the property giving the tenant permission for the work to be done and to pull the permit. The letter must be on business letterhead or shall be notarized.