



## MINIMUM REQUIREMENTS FOR PREPARED PLANS:

Projects may require multiple plan pages to accurately convey the full scope of work, conversely, a project may be small enough that a single page may convey the full scope of work. Regardless of project complexity, all plans must include the following:

- PAPER SIZE & FORMAT: PDF, 11"x17" minimum (photos of plans will not be accepted). If providing multiple sheets, the sheets must be of uniform size and orientation and be combined into a single PDF document.
- TEXT SIZE: 9-point font OR if handwritten, legible block capital letters in black ink.
- Add the following BUILDING DATA table into your first Plan Sheet(s):

Occupancy: <input type="checkbox"/> R3 for single family dwelling; <input type="checkbox"/> R2 for multi-family.
Construction Type: VB
Sprinkled Condition: <input type="checkbox"/> Yes or <input type="checkbox"/> No

- All plan sheets must be SIGNED and dated by the person drafting the plans.
- All plan sheet prepared by a licensed design professional must bear the stamp of the design professional.
- The reuse of plans previously prepared by other individuals, including but not limited to licensed design professionals, will not be accepted without the expressed written permission of the original plans preparer (HSC §19851).
- Multiple sheets must be labeled, and signed, and a sheet index shall be provided on a cover sheet or on the first page.

- Provide a detailed scope of work statement, clearly identifying all the elements of the proposed work. The scope of work statement shall be coordinated to match the permit application.
- Provide the project address and property owner's name and contact information.
- Include the following Code Compliance Statement listing applicable codes:

All construction, regardless of details on plans, shall comply with the 2025 California Residential Code, 2025 California Building Code, 2025 California Mechanical Code, 2025 California Electrical Code, 2025 California Plumbing Code, 2025 California Energy Code, 2025 CALGreen Building Code, City of Novato Municipal Code.

- For plans requiring SITE PLANS: (A site plan is only required when making alterations to the exterior area of a site or to building exterior. **Not required for interior remodels**).
  - the site plan shall be scaled using a straight edge ruler, the scale preferred shall be minimum 1" =20' 0".
  - Site Plan shall include a north arrow, lot dimensions and bearing.
  - Dimensions between existing structures and to the assumed property lines.
  - It shall be the responsibility of the designer to identify any easements.
  - Plans requiring site plans due to exterior alterations shall contain an elevation, elevation must be drawn to scale using a straight edge ruler, minimum scale 1/4" =1' 0".
- Floor plans shall be drawn to scale using a straight edge ruler; scale preferred shall be 1/4" =1' 0".
  - ☞ **Important! For any remodels or alterations:** All plumbing & electrical fixtures shall be identified; all electrical outlets, switches and light fixtures and the relationship of switches to their perspective fixture or appliance shall be identified. Plumbing or electrical fixtures shall be identified **even when not being altered. Use (N) for new, (E) for existing.**