

COVER SHEET

GENERAL INFORMATION:

PROJECT NAME/TITLE:

PROJECT ADDRESS:

BUILDING PERMIT NUMBER:

CODES IN EFFECT AT TIME OF APPLICATION:

2022 VERSION OF TITLE 24 (CAC, CBC, CRC, CEC, CMC, CPC, CEnC, CEBC, CHBC, CFC, CALGreen, AS WELL AS ALL ADOPTED CITY OF SANTA ROSA AMENDMENTS)

DESIGNER IN RESPONSIBLE CHARGE OF THE PLANS (SIGNATURE):

DESIGNER IN RESPONSIBLE CHARGE OF THE PLANS (PRINTED NAME):

VALUATION OF PROJECT (\$):

DEFERRED SUBMITTALS:

SEPARATE SUBMITTALS THROUGH OTHER DIVISIONS, DEPARTMENTS, OR JURISDICTIONS:

BUILDING DATA:

OCCUPANCY CLASSIFICATION(S) AND LOADS:

TYPE OF CONSTRUCTION:

FIRE SPRINKLERS EXISTING? (YES/NO):

FIRE SPRINKLERS PROPOSED? (YES/NO):

ASSESSABLE FLOOR AREA:

BUILDING HEIGHT:

NUMBER OF STORIES:

WILDLAND URBAN INTERFACE AREA (YES/NO):

100-YEAR FLOOD AREA (YES/NO):

ZONING DATA:

ASSESSOR'S PARCEL NUMBER:

ZONING:

AREA OF SITE/PARCEL(S):

SCOPE OF WORK:

NOTES TO HELP WITH COVER SHEET INFORMATION

THIS HANDOUT IS DESIGNED TO ASSIST UNLICENSED INDIVIDUALS AND APPLICANTS WITH BASIC PROJECT INFORMATION PREPARATION. IT IS NOT AN EXHAUSTIVE LIST AND DOES NOT COVER EVERY CIRCUMSTANCE. ADDITIONAL (OR LESS) INFORMATION MAY BE REQUIRED BY THE BUILDING OFFICIAL FOR YOUR PARTICULAR PROJECT. COMMERCIAL AND MULTIFAMILY PROJECTS ARE LIKELY TO HAVE ADDITIONAL COVER SHEET REQUIREMENTS.

100-YEAR FLOOD AREA:

THIS IS AN AREA, IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), THAT IS SUBJECT TO HIGHER FLOOD RESISTANCE REQUIREMENTS DUE TO ITS RISK OF FLOODING. SEE CITY GEOGRAPHIC IMAGING SYSTEM (GIS) LAYER TO GET AN IDEA OF WHEN THESE ADDITIONAL CONSTRUCTION REQUIREMENTS MAY BE NECESSARY.

AREA OF SITE/PARCELS:

TOTAL SQUARE FOOTAGE OF EACH PARCEL WITH ALTERATIONS.

ASSESSABLE FLOOR AREA:

ALL OF THE SQUARE FOOTAGE WITHIN THE PERIMETER OF A RESIDENTIAL STRUCTURE, INCLUDING STAIRCASES, CLOSETS, BATHROOMS, AND ENTRYWAYS, AND NOT INCLUDING ANY CARPORT, COVERED OR UNCOVERED WALKWAY, OUTSIDE STAIRCASE, GARAGE, OVERHANG, PATIO, ENCLOSED PATIO, DETACHED ACCESSORY STRUCTURE, OR SIMILAR AREA. PER ANSIZ765, "WITHIN THE PERIMETER" IS MEASURED TO THE OUTSIDE FACE OF WALLS. THIS DEFINITION IS UTILIZED FOR ADU SQUARE FOOTAGE, JADU SQUARE FOOTAGE, AND SCHOOL FEES.

ASSESSOR'S PARCEL NUMBER:

THIS IS A NUMBER THAT LEGALLY IDENTIFIES THE PARCEL(S) YOU ARE WORKING WITH.

BUILDING HEIGHT:

DEFINED FOR BUILDING CODE ANALYSES AS "THE VERTICAL DISTANCE FROM GRADE PLANE TO THE AVERAGE HEIGHT OF THE HIGHEST ROOF SURFACE." FOR APPLICATIONS RELATED TO PLANNING AND/OR ZONING REQUIREMENTS, SEE SANTA ROSA CITY CODE SECTION 20-30.070.

DEFERRED SUBMITTALS:

ELEMENTS OF THE PROJECT THAT WILL BE DESIGNED AT A LATER DATE, BUT NEED TO BE COMPLETED PRIOR TO PERMIT FINAL.

DESIGNER IN RESPONSIBLE CHARGE OF THE PLANS:

UNLICENSED INDIVIDUALS MAY DESIGN:

1. SINGLE-FAMILY DWELLINGS OF NOT MORE THAN TWO STORIES AND BASEMENT IN HEIGHT.
2. MULTIPLE DWELLINGS CONTAINING NOT MORE THAN FOUR DWELLING UNITS OF WOODFRAME CONSTRUCTION OF NOT MORE THAN TWO STORIES AND BASEMENT IN HEIGHT AND NO MORE THAN FOUR DWELLING UNITS PER LOT.
3. GARAGES OR OTHER STRUCTURES APPURTENANT TO THE DWELLINGS DESCRIBED ABOVE OF WOODFRAME CONSTRUCTION NOT MORE THAN TWO STORIES AND BASEMENT IN HEIGHT
4. AGRICULTURAL AND RANCH BUILDINGS OF WOOD FRAME CONSTRUCTION, UNLESS THE BUILDING OFFICIAL HAVING JURISDICTION DETERMINES THAT AN UNDUE RISK TO THE PUBLIC HEALTH, SAFETY, OR WELFARE IS INVOLVED.
5. COMMERCIAL STORE FRONTS, INTERIOR ALTERATIONS OR ADDITIONS, FIXTURES, CABINETWORK, FURNITURE, OR OTHER APPLIANCES OR EQUIPMENT, INCLUDING ANY WORK NECESSARY TO INSTALL THESE ITEMS, OR ANY ALTERATIONS OR ADDITIONS TO ANY BUILDING NECESSARY TO INSTALL THESE ITEMS, **AS LONG AS THE ALTERATIONS DO NOT AFFECT THE STRUCTURAL SYSTEM OR THE SAFETY OF THE BUILDING.** (NO STRUCTURAL, FIRE SUPPRESSION SYSTEMS, PLUMBING, MECHANICAL, ELECTRICAL DESIGN, ETC.)

NOTE: IF ANY PORTION OF THE STRUCTURES DESCRIBED ABOVE DOES NOT MEET THE CONVENTIONAL WOODFRAME REQUIREMENTS DESCRIBED IN TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS OR IN THE BUILDING CODES OF THE LOCAL JURISDICTION, THEN THE BUILDING OFFICIAL SHALL REQUIRE THE PLANS, CALCULATIONS, AND SPECIFICATIONS FOR THAT PORTION OF THE STRUCTURE TO BE PREPARED AND SIGNED AND SEALED BY A CIVIL ENGINEER, STRUCTURAL ENGINEER, OR ARCHITECT LICENSED IN CALIFORNIA. CONTRACTORS MAY CREATE PLANS THAT ARE DESIGN-BUILD RELATED TO THEIR LICENSURE, BUT CANNOT PROVIDE DESIGNS/PLANS THAT WILL NOT BE BUILT UNDER THEIR DIRECT SUPERVISION.

STRUCTURAL ENGINEERS MAY DESIGN ANY BUILDING OF ANY TYPE

CIVIL ENGINEERS MAY DESIGN ANY BUILDING OF ANY TYPE EXCEPT PUBLIC SCHOOLS AND HOSPITALS

ARCHITECTS MAY DESIGN ANY BUILDING OF ANY TYPE EXCEPT THE STRUCTURAL PORTION OF A HOSPITAL

ALL PERSONS PREPARING OR BEING IN RESPONSIBLE CONTROL OF PLANS, SPECIFICATIONS, AND INSTRUMENTS OF SERVICE FOR OTHERS SHALL **SIGN** THOSE PLANS, SPECIFICATIONS, AND INSTRUMENTS OF SERVICE AND ALL CONTRACTS THEREFOR, AND IF LICENSED (ENGINEER OR ARCHITECT) SHALL AFFIX A **STAMP**. FAILURE OF ANY PERSON TO COMPLY IS A **MISDEMEANOR** PUNISHABLE AS PROVIDED IN BUSINESS AND PROFESSIONS CODE DIV 3, CH 3, ART 3, SECTION 5536.

(BUSINESS AND PROFESSIONS CODE DIV 3, CH 3 ART 3 SECTIONS 5500, 5536, 5537, 5538, 6731, 6736, and 6737)

NUMBER OF STORIES:

"BASEMENT" IS DEFINED AS "A STORY THAT IS NOT A STORY ABOVE GRADE PLANE."

"STORY" IS DEFINED AS "THAT PORTION OF A BUILDING INCLUDED BETWEEN THE UPPER SURFACE OF A FLOOR AND THE UPPER SURFACE OF THE FLOOR OR ROOF NEXT ABOVE."

"STORY ABOVE GRADE PLANE" IS DEFINED AS "ANY STORY HAVING ITS FINISHED FLOOR SURFACE ENTIRELY ABOVE GRADE PLANE, OR IN WHICH THE FINISHED SURFACE OF THE FLOOR NEXT ABOVE IS:

1. MORE THAN 6 FEET ABOVE GRADE PLAN; OR
2. MORE THAN 12 FEET ABOVE THE FINISHED GROUND LEVEL AT ANY POINT."

OCCUPANCY CLASSIFICATION:

SINGLE FAMILY RESIDENTIAL OCCUPANCY IS TYPICALLY R-3, WITH ACCESSORY STRUCTURES (LIKE GARAGES AND PERGOLAS) AS U OCCUPANCIES. MORE INFORMATION ON OCCUPANCY TYPES CAN BE FOUND IN CALIFORNIA BUILDING CODE CHAPTER 3.

OCCUPANCY LOAD:

FOR SINGLE-FAMILY RESIDENTIAL, TYPICALLY THE ASSESSABLE AREA DIVIDED BY 200.

SCOPE OF WORK:

A CONCISE DESCRIPTION OF THE PROPOSED WORK

TYPE OF CONSTRUCTION:

SINGLE FAMILY RESIDENTIAL BUILDINGS ARE TYPICALLY ASSUMED AS V-B. MORE INFORMATION ON TYPES OF CONSTRUCTION CAN BE FOUND IN CALIFORNIA BUILDING CODE CHAPTER 6.

VALUATION OF PROJECT:

THE ESTIMATED COST OF CONSTRUCTION OF YOUR PROJECT (LABOR AND MATERIALS) - DOESN'T INCLUDE DESIGN COSTS.

WILDLAND URBAN INTERFACE AREA:

THIS IS AN AREA, IDENTIFIED BY THE STATE FIRE MARSHALL, SUBJECT TO HIGHER FIRE RESISTANCE REQUIREMENTS DUE TO ITS RISK OF WILDFIRES. SEE GIS LAYER ON THE CITY SYSTEM TO HELP DETERMINE APPLICABILITY.

ZONING:

THE ZONING OF YOUR PARCELS/SITE THAT LIMITS WHAT TYPES OF USES ARE ALLOWED PER CITY ZONING/PLANNING REQUIREMENTS. COUNTER TECHNICIANS OR PLANNERS CAN ASSIST YOU IN FINDING THIS INFORMATION, AND IT IS AVAILABLE ON THE CITY GIS SYSTEM.

FREE ACCESS TO SANTA ROSA CITY CODE: <https://ecode360.com/SA5009>

FREE ACCESS TO CALIFORNIA CODES: <https://www.dgs.ca.gov/BSC/Codes#@ViewBag.JumpTo>