



## PLAN SUBMITTAL REQUIREMENTS

### SINGLE FAMILY, DUPLEX or ADU ALTERATION OR ADDITION

The San Ramon Valley Fire Protection District developed this Plan Submittal Guideline Standard to be used as a guide for submitting plans for new single family, duplex, or ADU construction.

#### **REQUIRED DOCUMENT SUBMITTAL**

1. Cover Sheet to include the following:
  - a. Address of project, including assessor's parcel number
  - b. Names of owner and occupant
  - c. Name, address, phone number, title, and license number of contractor
  - d. Editions of state and local governing codes
  - e. Point of compass
  - f. Symbol list
  - g. Stamp and signature of Project Designer
  - h. Scope of Work
  - i. Type of Construction
  - j. Square footage of the structure including all nonliving areas (e.g. garage)
2. Plot Plan (may be multiple pages if necessary) shall be drawn to an indicated scale (not smaller than 1/8" = 1'), on sheets of uniform size (11" x 17" minimum) and include the following:
  - a. Lot dimensions
  - b. Dimensions which indicate the distance from all existing and proposed buildings and to adjacent property lines
  - c. All buildings proposed and existing if any
  - d. North point
  - e. Names of streets abutting the property
  - f. Location of any easement, road being used to access the property
  - g. Driveway location, driveway width, and driveway grade
  - h. Gated entrance (if any)
  - i. Location of nearest fire hydrant
  - j. Location of utilities on site
  - k. Proposed parking layout
  - l. Stamp of project designer

3. Demolition Plan
  - a. Show all areas of proposed demolition including roofs, walls and access.
4. Floor Plan
  - a. Show existing walls and new walls
5. Roof Plan
  - a. Show existing roof areas and new roof areas

**PLACE THE FOLLOWING NOTES VERBATIM ON THE PLAN**

1. Fire apparatus access roadways shall be installed and required water supplies shall be in service prior to the delivery of combustible construction items and prior to the commencement of framing. Failure to comply will result in a stop work order on all permits.
2. All fuel modification shall be completed to District standards prior to the delivery of combustible construction materials.
3. All approved plans shall be printed and available on-site for the duration of the project.
4. Access roads and hydrants shall be maintained and remain clear of obstructions at all times during and after construction. Areas where parking is not permitted shall be clearly identified at all times. Obstruction of fire lands and hydrants may result in cancellation or suspension of inspections.
5. Temporary fuel tanks of 60 or more gallons requires a permit from SRVFPD.
6. The project address shall be clearly posted and visible from the public road during construction.

**SUBMITTAL PROCESS**

Submit plans electronically. Visit [firedepartment.org/submitplans](http://firedepartment.org/submitplans)