



CITY OF PLEASANT HILL

GENERAL INFORMATION	(925)671-5200 FAX (925)676-1125
	ATTN: BUILDING DIVISION
Building Division Location	City Hall 100 Gregory Lane Pleasant Hill, CA 94523-3323
Hours of Operation	MTW 8:30am – 5:00pm Th 8:30am – 6:00pm F 8:30am – 1:00pm
Counter/Telephone Hours	Same (for inspectors see Office Hours below)
Inspection Scheduling	(925)671-5200 (call 1 day ahead by 5:00pm)
Inspector’s Office Hours	MTW 8:30am - 9:30am & 4:00pm - 5:00pm Th 8:30am – 9:30am & 4:00pm – 6:00pm (evenings by appointment only) F 8:30am – 9:30am
Personnel	Mike Nielsen, Chief Building Official Ed McLaughlin, Building Inspector Brent Creese, Building Inspector Mandy Murtaugh, Administrative Secretary
SUMITTAL REQUIREMENTS	
Drawing Sets Required	3 sets; large sets rolled, small sets folded Each sheet sealed and wet signed
Structural Calcs/CEC Forms & Calcs Required	2 sets each
Format Requirements	Sheet size: addition/house plans 18”x24” (min.) All others 8-1/2”x11” (min.) Drawing scale: site plan 1/8” = 1’0” Other 1/4” + 1/0” (min.)
Other Dept./Agencies Reviewing Documents	Community Planning, Engineering (plan check is concurrent)
Codes, Ordinances, and Amendments	2013 California Building Code, Security Ordinance Conc. slabs in habitable spaces with reinf. bars, no wire mesh.
Fire Sprinklers Required	Contact C.C.C. Fire District (925)941-3300
Soils Report Required	New construction or as required by Engineering
Wind Design	Exposure C (110 m.p.h.) – Further detail, see CBC
Seismic Zone	Site Class D

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Checklist of required plans,
documents, and approvals.

APPROVALS:

- Community Planning Div.
 - Site plan
 - Architectural Review
 - Parkland Dedication
- Redevelopment Agency
- Engineering Div.
 - drainage flow designation
 - encroachment
 - clean water (NPDES)
- Water Districts
 - Contra Costa County
 - East Bay Mud
- School District (over 500 sq.ft.)
 - 2.97/sq.ft. - residential
 - .47/sq.ft. - commercial
- Flood Control District
- Central Sanitary District
for stamp-if adding bathroom
- FEMA
- Health Dept.
- Bay Area Quality Control-
demolition
- Fire District
- AT&T
- P.G.&E.
- Homeowner’s Association
- Construction & Demo. Plan

PLANS:

- Total of (3) sets of plans: (2) complete sets of plans plus (1) set with only site & floor plan for Assessor’s Office
 - site/plot plan w/roof plan & drainage arrows
 - floor plan (scale 1/4”=1’) w/electric = proposed sq.ft. add. measures from outside walls
 - exterior elevations
 - foundation plan w/details
 - framing plan
 - framing detail (x-section)
 - handicap requirements
 - grading plan/drainage
 - electrical plan
 - soils report
 - heat/loss calcs. (new construction)
 - energy requirements (Title 24)
- lighting calcs. (non-residential bldgs.)
- structural calcs. (for all bldgs. over one story)

CERTIFICATIONS: (for contractors)

- Business License
- Workman’s Compensation Declaration
- List of sub-contractors