



PLAN PREPARATION / SIGNATURE ON PLANS

Plan Preparation

The first sheet of each set of plans shall identify all the existing and proposed structures and give the street address of the site and the name and address of the owner and the name, address and signature of the person(s) responsible for the plan preparation.

ALL architectural and structural plans submitted require professional preparation by a California licensed architect, registered civil or structural engineer with the following exceptions:

For Certain Wood Frame Small Dwellings, Garages, Agricultural and Ranch Buildings

1) Any person may prepare plans, drawings or specifications for any of the following:

- a) Single-family dwellings of wood frame construction, not more than two stories and basement in height.
- b) Multiple dwellings containing no more than four dwelling units of wood frame construction, not more than two stories and basement in height, provided however, that an unlicensed person cannot design more than four total units on any lawfully divided lot.
- c) Garages or structures accessory to any of the above (a & b) of wood frame construction, not more than two stories and basement in height.
- d) Agricultural and ranch buildings of wood frame construction, unless the Building Official deems it an undue risk to public health, safety, or welfare.

For Non-Residential Structures

- e) Non-structural storefronts, interior alterations or additions, fixtures, cabinet

Note to above: If any portion of any structure exempted by the above deviates from substantial compliance with the conventional framing requirements of wood framed construction found in the most recent edition of the CBC as adopted, the Building Official shall require the preparation of plans, drawings, specifications or calculations for that portion by or under the direct supervision of a licensed architect or registered engineer.

Pre-manufactured and pre-engineered steel buildings, roof trusses, and log homes require wet signature and license number of an architect, civil or structural engineer unless exempted by item "e)" above.

For Grading:

Grading plans for 5,000 or more cubic yards, cut or fill, and grading plans with areas subject to adverse geologic factors must be prepared and wet signed by a registered civil engineer or licensed architect.

Proof of preparation is required at the time of submittal. Building and Safety will verify active registrations. (See "Signature on Plans" below)

Signature on Plans

All plans shall be signed by the person(s) who prepared them. Items 1 & 2 apply only to initial and interim plan check submittals or draft documents. Item 3 applies to all final plans/documents for permit or released for construction.

1) Architectural Plans:

- f) Plans submitted with a company/firm/architect title block may have the first sheet stamped by the architect. Subsequent sheets under that title block will not be required to be stamped or signed. Plans shall bear a statement such as “preliminary” or “for plan check only” or “not for construction”.
- g) Plans submitted without a company/firm/architect title block may have the first sheet stamped with the notation “plans prepared by or under my direct supervision”. Subsequent sheets must be provided with the name and license number of the Architect or may be provided with their stamp without their signature. Plans shall bear a statement such as “preliminary” or “for plan check only” or “not for construction”.

2) Engineering Plans/Documents:

Civil (including structural and soils/geotechnical), electrical, mechanical plans, drawings, calculations and reports.

- a) Plans submitted with a company/firm title block may have the first sheet stamped without a signature by the engineer in responsible charge. Subsequent sheets under that title block will not be required to be stamped or signed. Plans shall bear a statement such as “preliminary” or “for plan check only” or “not for construction”.
- b) Plans submitted without a company/firm title block may have the first sheet stamped by the responsible engineer in responsible charge with the notation “plans prepared by or under my direct supervision”. Subsequent sheets must be provided with the name and license number of the engineer or may be provided with their stamp without their signature. Plans shall bear a statement such as “preliminary” or “for plan check only” or “not for construction”.

3) All Plans/Documents Sign and Stamp Final/Approved:

- a) All plans and documents approved for permit shall be signed and stamped by the architect or engineer in responsible charge along with the date on which they were signed and stamped.
- b) Calculations require only a signature and stamp over the table of contents. Where calculations are not provided with a table of contents as part of the document each sheet shall be signed and stamped along with the date that they were signed.
- c) Electronically generated seals and signatures are acceptable form of professional seal.