



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development/Building Division
50 Natoma Street, Folsom, CA 95630
Phone: (916) 351-3555 Fax: (916) 351-3363
Document Submittal List for New Multi-Family Dwellings & Duplexes

MFD
Multi-Family Dwelling
Information Sheet

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1. Document Submittal List

A. (1) Plan Check & Building Permit Application Form for **Each** Structure

(2) Submit a Waste Management Plan if Construction Valuation is Equal to or Exceeds \$100,000

B. Plan Size

1. 18x24 – 30x42
2. Drawn to scale
3. Fully dimensional and legible

C. Drawings (3) sets of:

1. Plot Plan
2. Grading and Draining
3. Landscaping Plan
4. Architectural Plan -
 - Floor Plan
 - Roof Plan
 - Exterior Elevations
5. Structural -
 - Foundation Plan
 - Floor Plan
 - Roof Plan
 - Truss Information
 - Cross Section
 - Structural Framing Details
6. HVAC Plan
7. Electrical Plan
8. Plumbing Plan

D. Calculations (2) sets of:

1. Structural Calculations
2. Title 24 Energy Calculations and Forms
3. Specifications for Assemblies and Equipment Proposal

E. Other Documents

1. Soil Report or Geologic Study

2. Document Format Information

A. Plot Plan

1. Lot Dimensions Showing Whole Parcel
2. Building Footprint with all Projections and Dimensions to Property Line
3. North Arrow
4. Visible Utilities to Curb
5. Easements
6. Parking Layout Accessible Parking and Driveway Locations
7. Locate Existing Fire Hydrant within 500 feet of the Development

B. Grading and
Drainage Plan
(Ref. Only)

1. Existing and Proposed Grading Plan
2. Pad Elevation and Ground Slope Drainage Scheme and Topographic Plan
Drawn to 1'-0" Contours
3. Proposed Retaining Walls and Drainage System

C. Landscaping Plan
(Ref. Only)

1. Irrigation and Planting Schedule
2. Accessory Structures, Walkways, Decks, etc.

- D. Architectural and Structural Plans
1. Foundation and Structural Floor Framing Plans
 2. Architectural Floor Plans with Unit and Building Plans
 3. Exterior Elevations
 4. Structural Material Specifications
 5. Structural and Architectural Details (see H)
 6. Truss Configurations and Location (see J)
 7. Typical Cross Sections in Each Direction (where necessary)
- E. HVAC, Plumbing, and Electrical Plans
1. Location of HVAC Equipment and Plumbing Fixtures. Include single-line schematics with pipe sizes and calculations
 2. Duct Location and Layout and Fire Dampers
 3. Outlets (including GFI and WP), Fixtures, Switches, Service Panels with Size and Ground Smoke Detectors
 4. Smoke Detection/Fire Alarm System
- F. Title 24 - Energy
1. Form CF-1R on Drawing with all Required Signatures
 2. List Relevant Mandatory Features, or Print Complete MF-1R on Drawings
- G. Information
1. Wet Sign on All Documents by Document Maker
 2. Name, Title, Registration (if applicable) and Address and Phone Number of Design Professionals
 3. Address of Property and Name, Address, and Phone Number of the Property Owner
 4. Cover Sheet Information
 - a. Applicable Codes and Editions
 - b. Description and Type of Work
 - c. Occupancy and Type of Construction
 - d. Allowable Area Calculations
 - e. Gross Area, by Floor(s) and Building Height
 - f. Index of Drawings
 5. Scale for All Drawings
- H. Structural and Architectural Details
1. Window: Head, Jamb and Sill Heights
 2. Exterior Door: Head, Jamb and Threshold
 3. Flashing: Vertical Junctures of Materials
 4. Fireplace – Masonry
 5. Footing, Piers and Grade Beams
 6. Post and Girder Intersections
 7. Roof: Eaves, Overhangs, Rakes and Gables
 8. Cabinet Elevations
 9. Floor Changes (i.e., Slab to Wood Frame)
 10. Handrails, Guardrails, and Support Details
 11. Structural Wall Sections with Details and Foundation, Floor and Roof Levels
 12. Details of Sound Separation
 13. Details of Fire Separation with Assembly Number and Section
 14. Section of Fire Rated Corridor, Door Raftings, Damper Locations
 15. Details of All Fire Related Assemblies
 16. Section of Fire Related Assemblies
 17. Stairway Rise and Run, Framing, Attachment, and Dimensions of Members

I. Prefab. Trusses

1. Roof Framing Plan with Truss I.D. No.
2. Specify Truss Manufacturer on the Drawings
3. Details of Truss Splice, Connections and Plate Sizes
4. Show all Trusses including Gable Bracing and Bridge
5. Review by Individual Responsible for Design
6. Submit with Permit Package
7. Details of Fire Rated Ceiling Assembly

J. Separate Plans &
Permits Required
for the Following
Type of Work
Systems

1. Automatic Fire Sprinklers, Smoke Detection & Alarm
2. Pools and Spas
3. Proposed Accessory Structures
4. Structure Demolition