



MINIMUM ACCEPTABLE PLAN SUBMITTALS

# M.A.P.S.

INFORMATION  
GUIDELINE

# 7

April 2025

CITY OF ESCONDIDO • BUILDING DIVISION • 201 N. BROADWAY, ESCONDIDO, CA 92025 • (760)839-4647

This guideline is intended to assist our customers in preparing for plan submittal. The items listed must be included before your submittal can be accepted by the Building Division. This is to ensure a more timely and complete plan check for your project.

## Important Information

As of August 1, 2022 - The Building Division will only accept plans in an electronic format.

The following types of permits must utilize the [portal](#):

Residential MEP Trade

Residential Re-Roof

Residential Water Heater

Residential HVAC Mechanical

Commercial and Residential Solar / PV

Commercial Sign

All other types of permits must email their application to Building Permits ([buildingpermits@escondido.gov](mailto:buildingpermits@escondido.gov)). If your application is complete and accepted you will be given a link to upload and submit your plans electronically.

ProjectDox is the City of Escondido's new electronic plan review system. ProjectDox provides an enhanced approach for applicants to submit their projects for plan review and provides transparency during the review process. It allows for cohesive workflows among the City departments while delivering a user-friendly applicant experience.

Use this link to access [ProjectDox](#)

For additional information on applicable regulations and approvals, see our Information Directory, Guideline No. 15.

# MAPS CHECKLIST

## PROJECT TYPE

	A	B	C	D	E
Permit Application	Y	Y	Y	Y	Y
Architect/Engineer Stamp when required	P	P	Y	Y	P
Account with Project Dox	Y	Y	Y	Y	Y
Bar Scales on Plans	Y	Y	Y	Y	Y
<b>ARCHITECTURAL/STRUCTURAL</b>					
Title Sheet	Y	Y	Y	Y	Y
Plot Plan	Y	Y	Y	Y	Y
Grading Plan or Drainage Plan (Includes BMP's & Stormwater Mitigation)	Y	Y	Y	Y	N
Foundation Plan	Y	Y	Y	Y	P
Floor Plan	Y	Y	Y	Y	Y
Schedules	P	Y	Y	P	P
Elevations	Y	Y	Y	Y	P
Cross Sections	Y	Y	Y	Y	Y
Roof Plan	Y	Y	Y	Y	P
Details	Y	Y	Y	Y	Y
Structural Plans & Details	Y	Y	Y	Y	P
Truss Drawings	P	P	P	P	N
Special Inspection/Structural Observation	P	P	P	P	P
Structural Calculations	P	P	Y	P	P
Soils Report	P	P	Y	P	P
Ignition-Resistant Construction (Contact Fire Prevention 839-5400)	P	P	P	P	P
Fire-Resistive Construction	N	P	P	P	P
<b>ELECTRICAL (See Page 7)</b>					
Single-Line Drawing	P	Y	Y	Y	Y
Electrical Load Calculations/Panel Schedules	P	Y	Y	Y	Y
Lighting Plans	P	Y	Y	Y	Y
<b>PLUMBING/MECHANICAL (See Page 8)</b>					
<b>OTHER</b>					
Hazardous Material Questionnaire	N	N	Y	Y	Y
Title 24 Energy Requirements	Y	Y	Y	Y	P
Title 24 Disabled Access Requirements	N	P	Y	Y	Y
Exit Analysis	N	P	P	P	P
Pedestrian Protection	P	P	P	P	P
Acoustic Analysis Report	P	P	P	P	N
Noise Ordinance	Y	Y	Y	Y	P
Equipment Screening	N	P	P	P	P
Water Conservation	Y	Y	Y	Y	Y
Grease Trap/Industrial Interceptor	N	N	P	P	P
Backflow Protection	Y	Y	Y	Y	P
Outdoor Lighting	N	Y	Y	Y	N

**SEE THE FOLLOWING PAGES FOR DESCRIPTIONS OF THE ABOVE ITEMS.**

### PROJECT TYPE

Single-Family Dwelling/Duplex .....A  
 Multifamily Residential.....B  
 Commercial/Industrial.....C  
 Commercial/Industrial Additions .....D  
 Commercial/Industrial Tenant Improvements.....E

### LEGEND

Required ..... Y  
 Not Required Normally ..... N  
 Possible Requirement, if Applicable ..... P

## **PERMIT APPLICATION**

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All projects must have a separate permit application for each building or structure (including retaining walls, underground tanks, signs, etc.)

California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work.

The owner, licensed contractor, or their authorized agent can fill out the application.

Plan check fees are payable at the time of submittal.

**IMPORTANT:** An owner/builder verification form is required for all owner/ builder projects. This form will be given to you by Building Division staff.

## **ARCHITECT/ENGINEER**

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Unlicensed persons are limited to the design of:

- Single-family dwellings (two-story maximum) of conventional wood-frame construction.
- Multifamily residential (up to four dwelling units and two stories maximum) of conventional wood-frame construction. Maximum four units per lot.
- Nonstructural storefronts/interior alterations, fixtures, cabinetwork, furniture, appliances, or equipment which do not affect the safety of the building or its occupants.

All plans must be signed upon submittal. Per State law, all licensed individuals must also stamp all submittal documents. If the documents do not contain a proper stamp, a Statement of License is required. It must be signed and state that the person who has prepared the plans and specifications is licensed in this state to prepare plans and specifications.

## **PLANS**

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Plans must be submitted through City of Escondido electronic plan review system ProjectDox.

All plans must include the items listed in this guideline which apply to your project. In general, plans must conform to the following:

- Be legible and fully dimensioned.
- Must be drawn to scale, "English Standard".
- Must clearly indicate new construction vs. existing construction.
- Be of a uniform size no smaller than 18"x24".
- Reverse plans are not acceptable<sup>1</sup>.
- Thirty inch (30") maximum rolled length preferred.

<sup>1</sup>Plans must be right-reading. If a "reversed plan" is intended, include the Floor, Foundation and Framing Plans right-reading for the reversed plan.

Since the City maintains microfilm copies of certain plans once the project is completed, we also request the following:

- No colored ink should be used on the drawings.
- All major plan elements must incorporate the use of bar scales.

- Pencil drawings or notations are not acceptable.

## **TITLE SHEET**

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For smaller projects, the data found on the title sheet may be incorporated into the Plot Plan or Site Plan.

The title sheet contains the following information:

- Site address, AP #
- Responsible parties (Owner, Architect, etc.)
- Table of Contents
- Schedules of material indications, notations, symbols, abbreviations
- Project data
  - ◆ Building use, area, and height
  - ◆ Occupancy Group
  - ◆ Separated and Non-separated uses
  - ◆ Fire Areas, Fire Barriers; Fire walls, Fire Separation distance
  - ◆ Occupant load
  - ◆ Type of construction
  - ◆ Allowable Area analysis
- List of all current code editions

If existing buildings are to be demolished, a summary of those building uses and areas should be provided.

If not included with the structural plans, a summary of special inspection requirements per the California Building Code and the Soils Report must be shown here.

If not included in the Plot Plan, a Vicinity Map must be shown.

As a result in changes in State law, the following statement must be included on the plans for A, B, S, F, M, I, R and U occupancies:

**"All work shall comply with the 2022 CBC, CPC, CMC,**

**CEC, and Cal Green Code as adopted and amended by the State of California in Title 24, CCR."**

## **PLOT PLAN**

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The Plot Plan shows the general layout of the lot. It must show:

- Property lines, dimension and the size of the lot; North arrow.
- Adjacent street(s) with center-line, and easements.
- Location of existing and proposed buildings and structures, parking, and landscaping areas.
- All items are to be completely dimensioned with distances to property lines and between structures shown on all sides.
- All architectural projections; stairs, balconies, covered walks.
- Location of all utility lines, sewer connection, and meters.
- Additionally, include items below, under Grading Plan.

## **GRADING PLAN**

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Grading plans for large-scale developments should not be submitted with your building plans. Smaller-scale, individual lot projects should submit copies of the grading plan. In all cases, elements of the grading plan should be shown on the Plot Plan as listed below.

- Topographic line elevations
- Tops and toes of slopes
- Retaining walls and drainage systems
- Pad elevations
- Ground-slope drainage scheme
- Cut and fill areas
- BMP's Storm Water Mitigation

## **FOUNDATION PLAN**

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- Shows locations and sizes of pier/pad footings, grade beams, and continuous footings.
- Shows all footing dimensions, slab dimensions, and all reinforcing steel.
- Shows access to underfloor areas and ventilation requirements.
- Shows size and location of all hardware; foundation bolts, straps, hold-downs, post bases, anchor bolts, etc.
- Shows concrete-encased grounding electrode(UFER ground) and utility sweeps and foundation penetrations.

## **FLOOR PLAN**

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Floor plans must show the following:

- Exterior and interior dimensions
- Size and use of all rooms
- Size and type of all doors and windows
- Plumbing fixtures, water heater, mechanical unit, and electrical equipment and panel locations, GFCIs, AFCI (Residential bedrooms), tamper-resistant receptacles specified.
- Location of smoke detectors, carbon monoxide alarms, fire extinguishers and fire alarm systems
- Compliance with disabled access regulations, if applicable
- Interior finishes
- Rated corridors, occupancy separations and Fire-Walls clearly labeled
- Clearly show fire rating and opening protection of exterior walls if required due to location on property

## **SCHEDULES**

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Schedules showing interior finishes on floors, walls and ceilings, windows, doors, hardware, special equipment, as applicable.

## **ELEVATIONS**

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This is a drawing or view of each exterior wall which shows:

- Doors, windows, and other openings.
- Type of roof covering.
- Exterior finishes.
- Vertical and horizontal dimensions.
- Wall bracing, shear panels.
- New and existing grades.
- Dimensions of eaves projections.
- Screening of roof-mounted equipment and (attic) vents.

## **CROSS SECTIONS**

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These are sections cut through the building or structure to show:

- Structural arrangement and material.
- Interior and exterior finishes.
- Size, spacing, and type of materials used.
- Insulation type and location.
- Cross references on connection details.
- Screening of roof equipment.

## **ROOF PLAN**

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Show the following:

- Roof pitch and drainage.
- Location of and access to equipment.
- Guards and roof edge clearance per the Mechanical Code.
- Complete roofing specifications.

## **DETAILS**

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Sufficient details to clearly show:

- Windows and doors (jambs, heads, sills).
- Floor changes.
- Thresholds at doors.
- Fireplace.
- Stairs, handrails, guardrails.
- Disabled access compliance.
- Flashing, exterior and interior materials.

## **STRUCTURAL PLANS & DETAILS**

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As necessary, show the following:

- Floor and roof framing plans
- Exterior wall and bearing wall cross sections and details
- Columns, beams, girders — size, location, material, and connections
- Structural material specifications
- Shear panel sizes and locations
- Shear transfer details

In addition, structural plans must conform to A.I.S.C. standards. Post-tensioned plans must "stand-on-their-own" as the foundation plan for the project.

## **TRUSS DRAWINGS**

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Submit the following:

- Roof framing plan with Truss ID No.
- Detail of all truss splices, connections, and plate sizes
- Show all trusses, gable bracing, and bridging
- Review by individual responsible for design

**OR**

- Provide single-line truss diagram with all vertical and lateral loads

including bearing points shown with references to framing plan.

If the second item is submitted, truss drawings must be submitted for approval prior to roof-nailing inspection.

## **SPECIAL INSPECTION/ STRUCTURAL OBSERVATION**

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All special inspection and structural observation requirements must be clearly shown on the plans and meet the intent of Section 1704 of the California Building Code.

The plans must contain a listing of the work requiring special inspection and provide the following information.

- The type of inspections required (i.e., concrete, high-strength bolting, shotcrete, etc.)
- A description of the work requiring special inspection
- The location on or in the building or structure of the work requiring special inspection
- The sheet numbers of plans and page numbers of specifications where information required to perform those inspections may be found
- Allowable design stresses of construction materials and other pertinent information needed to inspect the work and sample the materials specified
- Where periodic inspection of the work is intended, an outline of the periodic inspection requirements shall be provided in the project plans and specifications.

## **SPECIAL INSPECTION/ STRUCTURAL OBSERVATION (cont.)**

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- When a foundation investigation (soil investigation) has been performed, the inspections and reports required by this investigation shall be included in the listing.

The following notes must also be shown on the special inspection listing.

- "The construction inspections listed are *in addition to* the called inspections required by Section 110 of the California Building Code. Special inspection is *not* a substitute for inspection by a City inspector. All work requiring special inspection which is installed or covered without the approval of the City inspector is subject to removal."
- "Continuous inspection is required during the performance of the work unless otherwise specified on the approved plans."
- "Special inspectors must be approved by the City of Escondido *prior to* performing the types of inspection specified."
- "It is the responsibility of the contractor to inform the special inspector or inspection agency at least one working day prior to performing any work that requires special inspection."

## **SOIL INVESTIGATION REPORT**

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- Required for structures supported on fill (i.e., other than natural soil).
- May be required for structures on natural ground.
- Must comply with Chapter 18, California Building Code.

## **STRUCTURAL CALCULATIONS**

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- Required for buildings or portions of buildings not complying with conventional construction provisions.
- Must have the signature and stamp of the Architect or Engineer who performed the calculations with the license expiration date indicated.
- Signature and stamp must be on the first page.

## **FIRE-RESISTIVE CONSTRUCTION**

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Plans for buildings of fire-resistive construction must clearly detail how the fire-resistive integrity will be maintained where penetrations are made for electrical, mechanical, plumbing, and communication conduits, pipes, and similar systems.

In addition, the following must be shown on the plans:

- Details and Approval Listing Numbers for all fire-rated assemblies
- Sections and details of fire-rated corridors.
- Locate and label:
  - ◆ All fire-rated walls, floors, and ceilings.
  - ◆ All protected openings
  - ◆ Rated corridors
  - ◆ Occupancy separations
  - ◆ Fire separation walls

## **IGNITION-RESISTANT CONST.**

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Required in High and Very-High Fire Hazard Severity Zones.

Special Enhanced Construction Methods as prescribed by the Fire Prevention Division.

## **ELECTRICAL PLANS**

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For residential services of 200 amps or less, a plan showing the size, location, and AIC rating of the service equipment is required. A circuit card (available at our counter) is required prior to framing inspection.

All commercial/industrial projects regardless of size and residential projects over 200 amps require complete electrical plans as indicated in the following. In addition, plans must show compliance with Title 24 energy requirements.

### **SINGLE-LINE DIAGRAM**

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- Show conduit and wire sizes.
- Specify aluminum or copper conductors and insulation type.
- Show serving voltage, amperage, and short circuit current available from utility.
- Show service grounding method, ground wire size, and cold water bond.
- Show sizes of fuses and/or circuit breakers and ampere interrupting capacities (AIC) of equipment.
- Show main service arrangement with details on work space, access, and connection to utility transformer.

### **ELECTRICAL LOAD CALCULATIONS/PANEL SCHEDULES**

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- Show electrical load calculations to justify the size and type of equipment and conductors to be installed.
- Show panel-rated capacity, AIC rating, voltage, main lugs only or with main protection; and panel locations.

- Show total load and per-phase load in watts and amperes.

## **LIGHTING PLANS**

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Show outdoor lighting plan.

- Must conform to Article 1072 of the Escondido Zoning Code, and California Energy Code.

Show interior and exterior lighting plan.

- Show layout of lighting fixtures, wiring, and switching.
- Identify luminaire type and wattage.
- Show compliance with Title 24 energy regulations.

## **PLUMBING/MECHANICAL PLANS**

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Separate plans are not required for single-family dwellings/duplexes if the following is shown on the plans:

- Type and location of each plumbing fixture.
- Size, type, and location of each air conditioning or heating unit. (Attic and under-floor units must also show the specific code requirements.)

For multifamily residential, separate plans are not required if the following is shown:

- Type and location of each plumbing fixture.
- Size, type, and location of each air conditioning or heating unit (see above for attic or underfloor unit requirements).

## **PLUMBING/MECHANICAL PLANS (cont.)**

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- Size, type, and location of all rough plumbing lines.
- For fire-rated construction, fire and/or smoke dampers, penetration treatment, etc., must be shown.

For commercial/industrial projects, plans showing the following must be submitted:

### **PLUMBING**

- Gas System
  - ◆ Plan layout
  - ◆ Meter location
  - ◆ Maximum length of run
  - ◆ Pipe sizes
  - ◆ Pressure (Low-Medium-High)
  - ◆ Material specifications
  - ◆ Sizing calculations per CPC, Ch. 12
- Water System
  - ◆ Plan layout
  - ◆ Meter location and size
  - ◆ Grade difference
  - ◆ Pipe size
  - ◆ Fixture unit count
  - ◆ Material specifications
  - ◆ Sizing calculations
  - ◆ Backflow protection
- Building Sewer
  - ◆ Plan layout
  - ◆ Cleanout location(s)
  - ◆ Manhole location(s) and elevation
  - ◆ Pipe sizes
  - ◆ Material specifications
  - ◆ Fixture count for each branch
  - ◆ Slope
  - ◆ Pumping station details
  - ◆ Backwater valve (when required).
- Sanitary System (Drain & Vent)
  - ◆ Plan layout
  - ◆ Isometric layout, unless waived by the Building Official
  - ◆ Drain and vent sizes
  - ◆ Cleanout locations
  - ◆ Material specifications
  - ◆ Basis for sizing

- Water Heater
  - ◆ Plan location
  - ◆ Combustion air
  - ◆ Size and BTU rating
  - ◆ P&T drain layout and termination
  - ◆ Vent type and location
  - ◆ C.E.C. approval listing
  - ◆ Clearances
  - ◆ Access
  - ◆ Energy Conservation Compliance forms
  - ◆ Seismic anchorage details

### **MECHANICAL**

- Equipment
  - ◆ Type
  - ◆ Location
  - ◆ BTU ratings
  - ◆ Combustion air
  - ◆ Clearances
  - ◆ Listings
  - ◆ Roof platform details
  - ◆ Equipment seismic tie details
- Ducts
  - ◆ Layout of supply and return
  - ◆ Material specifications
  - ◆ Insulation
  - ◆ Fire damper locations
- Vents
  - ◆ Type
  - ◆ Size
  - ◆ Location
- Energy Conservation Documentation
  - ◆ Compliance forms
  - ◆ Thermostat control details
  - ◆ Equipment specifications
- Condensate Drains
  - ◆ Receptor details

Mechanical plan details are also required for Boilers, Cooling systems, Refrigeration systems, Vented decorative appliances, Incinerators, Commercial hoods, etc.

Plans must also clearly indicate fire stop specifications and required rating for penetrations.

## **HAZARDOUS MATERIAL QUESTIONNAIRE**

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State law requires that this questionnaire be completed for all nonresidential projects for plan check submittal.

If applicable, County Health and APCD approvals may be required prior to permit issuance and building occupancy. See the following link, <http://www.escondido.org/Data/Sites/1/media/pdfs/Building/HazardousMaterialsQuestionnaire.pdf>

## **Title 24 — Energy Regulations**

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Plans and specifications must show compliance with the State of California Energy Regulations and the appropriate documentation, forms, and calculations must be submitted.

## **TITLE 24 - DISABLED ACCESS REGULATIONS**

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Plans for multifamily residential and commercial/industrial projects must show compliance with State of California Disabled Access Regulations.

## **EXIT ANALYSIS**

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For more complex projects, an exit analysis may be required. It should show floor areas, occupant loads, exit paths, widths, etc.

## **PEDESTRIAN PROTECTION**

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If required per Chapter 33, Section 3306 of the California Building Code, all

pedestrian protection requirements must be clearly detailed on your plans.

## **ACOUSTIC ANALYSIS REPORT**

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If required during Planning Division review and if mitigation measures consist of site improvements or modifications to buildings, these must be shown on the plans.

## **NOISE ORDINANCE**

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All projects must comply with Escondido Municipal Code Chapter 17, ARTICLE XII, NOISE ABATEMENT AND CONTROL.

## **EQUIPMENT SCREENING**

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If required during Planning Division review, the plans must clearly show the screening methods utilized for rooftop and exterior equipment.

## **WATER CONSERVATION**

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All plans must show conformance to the following California Plumbing Code amendment:

### **Chapter 4 —Water Conservation Requirements**

- (a) The provisions in this section are intended to supplement the plumbing fixture requirements of the California Energy Commission and the State of California Department of Housing and Community Development.
- (b) All new and replacement plumbing fixtures installed in any building shall conform to the following flow rates:
  - (1) Water closets shall use no more than 1.28 gallons per flush.
  - (2) Urinals shall use no more than one half gallon per flush.
  - (3) Showerheads shall have a maximum flow rate of 2.0 gallons per minute.

- (4) Lavatory faucets shall have a maximum flow rate of 1.2 gallons per minute.
- (c) Shower and lavatory installations within non-residential occupancies shall be equipped with self-closing valves, except where necessary to protect the public health and safety.

## **GREASE TRAPS/INDUSTRIAL INTERCEPTORS**

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Restaurants, other food service establishments, and certain industrial uses must install interceptors.

See our Information Directory for additional details.

## **BACKFLOW PROTECTION**

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Plans must show compliance with the California Plumbing Code and Escondido Municipal Code Chapter 31, Article IV, for backflow protection.

## **OUTDOOR LIGHTING**

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Plans must show compliance with Title 24 Energy Regulations and Escondido Zoning Code Section 33-710 for outdoor lighting.