



This sheet includes a list of requirements that shall be incorporated into a set of plans before they can be routed for Plan Review. It is not intended to be all-inclusive, but rather to facilitate a quicker and smoother plan review process. Plans that do not include this basic information will be returned as incomplete.

To submit your application, email the following items to gogreen@monterey.org:

1. A completed building permit application
2. A plan set in PDF format and signed by the design professional. (Note: this must be ONE DOCUMENT)
3. Supporting documents (i.e., Energy Compliance, existing photos, etc)

Residential New Construction or Remodel

Minimum Sheet size is 11"x17". Minimum font size is 10-point at 100% scale. All writing and images shall be legible

Cover sheet shall include the following:

- The owner's name and address and email/phone. Include mailing address if different from the job address
- The designer/architect's name and address and email/phone and SIGNATURE. Digital signatures must replicate the designer's actual signature (no script font) and the signature must not cover up any part of the stamp (transparent background) if they are a license Architect or Engineer.
- The Scope of Work. Include floor areas for existing spaces, remodeled spaces, and added spaces.
- The Building Analysis. Include the Occupancy, Type of Construction (for SFDs, it's usually R-3/U and VB) and whether the building is sprinklered.
- An Index identifying the sheet numbers and the contents
- Conditions of Approval (if a planning permit was obtained)

Cover sheet shall ALSO include a note that the work shall comply with the following codes:

- 2022 California Building Code
- 2022 California Residential Code (optional if Building Code is listed)
- 2022 California Fire Code
- 2022 California Electric Code
- 2022 California Mechanical Code
- 2022 California Plumbing Code
- 2022 California Energy Code
- 2022 California Green Building Code
- City of Monterey Amendments and State Regulatory requirements

Note on the plans that "OWNER SHALL SCHEDULE THE MANDATORY PRE-CONSTRUCTION SITE INSPECTION IF COMMENCING CONSTRUCTION BETWEEN OCTOBER 15TH AND APRIL 15TH "

Plans shall include a Site Plan with the following information:

- All property lines and dimensions
- All setback distances, existing and proposed, to the property lines and to other structures on site
- The North arrow
- The Street name and location/address
- The location of all utilities, existing and proposed, and whether they are underground or overhead
- Show all permeable and impermeable finished surfaces (concrete, pavers, landscaping, etc.)
- Show the direction of site drainage and calculate the area of grading, if applicable

Residential remodel projects that do not involve any exterior changes and are limited to only a kitchen and/or bathroom, where the house structure is 5' or greater distance to any property line, may not require a Site Plan.

For projects with exterior work, include a copy of the Construction Best Management Practice (MBPs). A copy may be downloaded from the City of Monterey web page: [MRW BMP English-Spanish PDF](#).

Plans shall include a Floor Plan drawn to scale with dimensions and notes clearly identifying the proposed work. Plans shall distinguish between walls being removed, existing walls, and new walls.



Depending upon the Scope of Work, other plans may be required, including but not limited to the following,

- Grading Plan
- Foundation Plan
- Roof Framing and/or Floor Framing Plans
- Plumbing, Mechanical and/or Electrical Plans
- Cross Sections and Details
- Exterior Elevations
- Energy Compliance and Mandatory Measures documentation

If there is more than 500 square feet of soil disturbance, plans shall include an Erosion Control and Sedimentation Plan

Additions or new construction over 500 square feet require a Geotechnical Report

Check with the Monterey Peninsula Water Management District to determine whether a Water Permit or Waiver is required for this project

Commercial New Construction or Remodel

Include all the above-listed items, plus the items below:

Check with the Planning Division to determine requirements prior to submitting for a Building Permit

For alterations or additions, submit a [STATEMENT OF ACCESS COMPLIANCE](#) form

For existing buildings, California Assembly Bill 3002 encourages the applicant and property owner to seek a CASp (Certified Access Specialist) consultation and inspection of the property. The Legal Notice and Director of CASp Inspectors is available at the local Building Department. The City of Monterey does not review for ADA, but we do review for accessibility compliance with California Building Code Chapter 11. A CASp report is not required.

For projects that involve a change of Occupancy, an increase in Occupant Load, exterior changes, structural changes, medical offices, and other similar work, a licensed Architect or Engineer is required.

Please note: Permits may only be issued to the property owner or a properly licensed contractor.

I have read the above information and have submitted all the required information.

Signature: _____ Date: _____