



# PLAN SUBMITTAL REQUIREMENTS

## Residential & Commercial

26 Corte Madera Ave., Mill Valley, CA 94941  
Phone: (415) 388-4033

All applications, except where the applicant is the property owner, will be submitted online. A professional user account is required to apply for permits online. Contact [building@cityofmillvalley.org](mailto:building@cityofmillvalley.org) to establish a new account. We will request plans once a permit application is made. All submittals must be provided in .pdf format.

Your electronic submittal should include: Plans and Documents (structural calculations, Title 24 compliance and other supporting documents such as truss calculations, gas pipe sizing calculations, etc.) must be provided. All plans shall be drawn on a minimum size of 11" X 17" sheets and with a minimum scale of 1/4" per foot. The site plan may be 1/8" per foot. Larger projects will require larger sheets (36" x 24" maximum). Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all applicable codes and all relevant laws, ordinances, rules and regulations.

Most applications for building permits require plans. Other supporting documents may also be required. All plan sets shall include the following:

1. Title Block: Must contain the name of owner(s), address of project and assessor's parcel number as well as noting that "All construction, regardless of details on plans, shall comply with the 2022 California Building Code, 2022 California Residential Code, 2022 California Plumbing Code, 2022 California Mechanical Code, 2022 California Electrical Code, 2022 California Building Energy Standards, and 2022 Green Building Standards."
2. Site Plan: Fully dimensioned, showing property lines, direction of drainage, streets, driveways and locations of all structures, easements and any off-street parking. For commercial projects, show accessible parking, path of travel to primary entrance, signage and all required accessibility features. Applications for minor interior work with no exterior changes (including doors or windows) are exempt from this item.
3. Floor Plan: Show the size and intended use of all rooms. Show type, size and locations of all doors and windows (including egress and safety glazing), smoke detectors, address numbers, furnace(s), water heater(s), electrical and gas service and subpanels. For commercial or multi-family projects show all accessible features. For additions and alterations, show an existing floor plan and provide details at all rooms adjoining addition or area(s) of alterations. Clearly delineate between existing and new conditions. Use separate sheets if necessary.
4. Elevations: Provide at least two exterior elevations indicating general appearance, windows, doors, finishes, roof coverings, etc. For additions and alterations show existing as well as new. Applications for minor interior work with no exterior changes (including doors or windows) are exempt from this item.
5. Structural Plans: Provide plans for foundation, floor framing, roof framing, and wall framing. Clearly show all structural connections. Provide details as needed. For additions and alterations, clearly show tie-in from new to existing. For slabs on grade show minimum 3 1/2" thick, gravel or sand sub-base and minimum 6 mil vapor barrier. Applications for alterations with no structural changes are exempt from this item.
6. Plans for buildings of other than Group R, Division 3 and Group U occupancies shall be prepared by a licensed architect or registered engineer. Business and Professions Code 5537. Every sheet shall be stamped and signed.
7. Plans for Group R, Division 3 and Group U occupancies and accessory buildings must be signed by the person who drew the plans. Business & Professions Code 5536.1.
8. General: Provide details for any special features (e.g., stairs, graspable handrails, guardrails, roof ventilation, underfloor ventilation, attic access, underfloor access, fireplaces, spark arrestor at new or existing chimneys, and sound transmission control between residential units).

9. Green Building: All commercial projects, all new homes, and all residential projects that add conditioned space must comply with 2022 CalGreen. Submit the Voluntary Measures checklist to the Building Division with any application for a Building Permit. See Mill Valley Municipal Code Section 20.95 for additional requirements.

Upon approval, applicants will submit three (3) complete hardcopy sets of plans and two (2) copies of all supporting documents, e.g., soils reports, structural calculations, gas pipe sizing calculations, Title 24 compliance, etc. Supporting documents, including all

deferred submittals, shall be clearly identified on the cover sheet of plans. All plans shall be drawn on a minimum size of 11" X 17" sheets and with a minimum scale of ¼" per foot. The site plan may be 1/8" per foot. Larger projects will require larger sheets (36" x 24" maximum). Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all applicable codes and all relevant laws, ordinances, rules and regulations.

\*\*Any commercial or industrial project, multi-family housing project or project that requires design review must have approval from the Planning Division prior to application.

\*\*Projects including food service facilities or food sales must have preliminary approval from County of Marin, Environmental Health Services prior to submittal to the City of Mill Valley. Two (2) set of stamped, approved plans from Environmental Health must be submitted prior to issuance of the building permit for such projects. One of these two sets will be returned to the contractor or record upon permit issuance.