

CITY OF LAKEPORT  
COMMUNITY DEVELOPMENT DEPARTMENT

**STANDARD PLAN REQUIREMENTS  
FOR BUILDING PERMITS**

In order to obtain a building permit, you must submit two complete sets of plans and specifications as set forth below (three sets for commercial projects). The omission of any of the following items may delay the plan check process and the plans may be returned for additional information. All applications are processed (plan check) on a "first in, first out" basis and may take several days or weeks depending on the complexity of the project.

- A. Plot Plan: Show all property lines, roads and driveways, creeks, sewer and water lines (**The City requires that the sewer and water points of connection, at the property line, must be at least 10 feet apart**), LPG (propane) tanks, underground electrical wiring, existing buildings and structures, and the proposed construction. Indicate property line dimensions, distance to existing buildings, and distance to property lines. Show and indicate the slope and elevation of the property. Show and identify any legal easements that encroach on the property. Identify the street at the front of the property and other adjoining streets. Indicate orientation with "north" arrow. Grading activities should be noted and retaining walls, if necessary, must be identified. Engineering calculations may be required for the retaining walls and any significant grading.
- B. Foundation Plan: Complete dimension plan including interior footings and fireplace support. Identify porches, patios, planters, garage, etc. Show anchor bolts, post straps, seismic anchors, underfloor access, and ventilation. Indicate distances from foundation to property lines.
- C. Floor Plan: Show location, size, and use of rooms as well as location and size of windows and doors. Show electrical outlets, lighting, plumbing, and heating fixtures. Show location and amperage rating of electric service panel.
- D. Elevations: Show all building elevations including all window and door openings, wall covering materials, floor and ceiling heights, roof pitch, and material.
- E. Cross Section: Provide typical section through building, fireplace section, and other sections as needed to show proposed construction.
- F. Details: Provide foundation, framing, floor, wall, and roof details, beam connections and supports, etc. Provide special details as needed to show proposed construction, seismic hold-downs and roof attachments for winds loads, and structural engineering calculations as needed.
- G. Insulation Details: Show location, type, methods of attachment and support, and the "R" factor of insulation.
- H. Original Signature: A signature of the plan preparer or responsible professional is required to be on the plans.
- I. Energy Calculations: Provide Title 24 energy calculations.
- J. Land Development Tree Report: Required on form provided by the City in conjunction with proposed construction on an undeveloped site where existing native trees are present.

- K. Right-of-Way Improvements: For projects having a total value of \$51,214 or more, or if the cumulative value of applicable improvements over the past five years exceeds \$51,214, right-of-way improvements will be required to be installed along the site's street frontage(s) if they are not already present. **If required, right-of-way improvement plans must be submitted in conjunction with the building permit application and the improvements must be installed prior to receiving a final inspection on the project.** Contact the City Engineer's office for additional details.
- L. Other Information: Grading plans, drainage plans, utility locations, and frontage improvement plans also may be required.
- M. Upon submittal for plan checking, applicant shall be required to pay a deposit to the City and a deposit to the plan check services provider. All final fees for permit and plan check services must be paid prior to issuance of the building permit.
- N. Sewer Lateral Inspection and Test: For projects that have a cumulative, five-year total value of \$51,214 or more, an inspection and test of the private sewer lateral(s) may be required. The property owner is responsible for arranging the test and paying all associated costs. The inspection and test of the lateral must be completed before a final inspection is performed. If results of that inspection and test find the sewer lateral(s) to be in need of repair or replacement, the owner will be required to complete that work before a final inspection if performed.