

GENERAL:

- Signature on all documents by person preparing plans and documents.
- Name, title and registration number of design professional, if applicable, and address and phone number.
- Cover sheet information with applicable codes and editions and all design review conditions of approval.

Neighborhood Services:

- (Three (3) sets) - Architectural and structural plans (including all plumbing, electrical, and mechanical). Two (2) sets must be wet stamped.
- (Two (2) sets) - Structural calculations.
- (Two (2) sets) - Truss calculations.
- (Two (2) sets) - Energy calculations.
- (Two (2) sets) - Soils Report.
- Permit Submittal Form for each plot plan.

Plot plan

Correctly dimensioned property lines with bearings
Set-back dimensions
Fence location and height

Architectural

Floor plan
Roof plan
Exterior elevations
Sections, details, notes

Structural

Foundation plan
Floor framing plan
Roof framing plan
Truss Calculations & EOR letter of acceptance
Cross section
Structural framing details

Electrical / Plumbing / Mechanical

Location and size of service, switches, lights and outlets
Location and size of electrical sub-panels
location of plumbing fixtures
Mechanical ventilation system
T-24 energy calculations

Other Documents

Soils Report
Fire Sprinkler Plans (separate submittal to Building)
Pad Certification & Compaction Report
Owl Survey
Green Halo

Green Building Standards

California Green Building checklist must be part of the plan set. Checklist must indicate where compliances are shown on the plans.

APPLICABLE CODES AS OF JANUARY 1, 2026

- 2025 California Building Code (CBC)
- 2025 California Plumbing Code (CPC)
- 2025 California Mechanical Code (CMC)
- 2025 California Electrical Code (CEC)
- 2025 California Energy Code (Title 24)
- 2025 California Green Building Standards Code (CalGreen)
- Brentwood Municipal Code

Additional Submittals and Approvals Required

PLANNING DIVISION - (925) 516-5405 (Separate submittal required)

- Design Review
- Landscape Review - Submit one (1) separate Landscape Plan - (fee required at submittal)

POLICE DEPARTMENT - (Separate submittal required)

- Site Security Plan / 24 hr. contact info for Contractor - Email your responses to the following questions to DispSupv@brentwoodca.gov
 - City of Brentwood permit # (starts with the letter B); you may not have this yet so the address will suffice
 - Name of the business
 - Address of Business
 - When is the construction project expected to begin and end
 - What are the days/hours of work
 - Contact person(s) name (general contractor, construction manager, etc.) and phone number who can be reached 24/7 in the event of a break-in or other issue
 - Are there tools and/or product that will be left on site, if so, will they be locked up
 - Security alarm or on-site security? If so, name of company and contact information

DEVELOPMENT ENGINEERING - (925) 516-5420 (Separate submittal required)

- Improvement Plans/Grading Permits/Encroachment Permits/Final Map/Drainage Fees/Pad Certs



NEW RESIDENTIAL SUBMITTAL & APPROVAL REQUIREMENTS

Neighborhood
Services

Revised: January 1, 2026

CONTRA COSTA FIRE DISTRICT- (925) 941-3300 (Separate submittal required) 4005 Port Chicago Hwy, Concord, CA (FEES REQUIRED)

RECYCLING WASTE MANAGEMENT – GREEN HALO - 1 888-525-1301 –
www.greenhalosystems.com

- All residential projects with a valuation of \$75,000 or greater will be required to create an account with Greenhalo and provide an application # prior to permit issuance.
- Recycling receipts are required to be uploaded to Greenhalo and will be reviewed/approved prior to final inspection.