



# City of Morro Bay

## Community Development Department

### Residential Building Permit Submittal Requirements

#### General Application Requirements

**Paper Submittals:** 3 full sets of plans 24"x36".

**Digital Submittals:** Please upload application to the City's Community Portal:

[https://app03.cityworksonline.com/CLIENT\\_MorroBayCA-Public/login](https://app03.cityworksonline.com/CLIENT_MorroBayCA-Public/login)

**NOTE: Below are the minimum submittal requirements. Additional information may be required to fully evaluate your application following initial review by staff.**

- Complete Application – signed by Owner or Agent (with signed consent of landowner form)
- Plan Review Fee

#### Construction Plans – THREE SETS:

- Cover Sheet / Index
- Site Plan
- Floor Plans
- Elevations
- Sections
- Detail Sheets
- Landscape Plan
- Grading, Drainage, and Erosion Control Plan
- Conditions of Approval (from Planning Permit) - full-size plan sheet, inserted into plans

#### Supporting Documentation – TWO SETS (8 ½" x 11"):

- Soils / Engineering Geology report AND Letter of Verification from Soils Engineer or Soils Waiver Request (if addition is under 500 square feet)
- Structural calculations
- Drainage calculations
- Title 24 energy analysis (for new homes, include size of PV system)
- Truss calculations
- Solar specifications
- Performance requirement determination form (Appendix A) and related performance requirements, located in the Storm Water Management Guidance Manual.
- Fire sprinkler plans (may be deferred, submit to MB Fire)

**Asbestos – Construction and/or Grading Clearance:** Contact SLOCO Air Pollution Control District, at 805-781-5912 or [www.slocleanair.org](http://www.slocleanair.org) for their requirements



# MINIMUM BUILDING PERMIT SUBMITTAL REQUIREMENTS

Generally, the submittal shall contain adequate information, organized in such a way, which will readily allow:

1. The **reviewer** to verify substantial conformance with the applicable Codes and Ordinances.
2. The **builder** to construct the improvements from the information provided on the plans.
3. The **inspector** to observe that construction is carried out in substantial conformance with the plans.

## Governing Codes (As adopted by the City of Morro Bay Municipal Code Ordinance 625, Title 14 MBMC)

2025 California Building Code	2025 California Residential Code
2025 California Mechanical Code	2025 California Electrical Code
2025 California Plumbing Code	2025 California Energy Code
2025 California Fire Code	2025 California Green Building Standards Code

## Typical Design Criteria

Site Class - Typically site class D, unless otherwise identified by the Soils Engineer  
Seismic Design Category - Typically D through D<sub>2</sub>. Shall be determined on a site basis.  
Basic Wind Speed (adjusted) - 85 miles per hour CBC Table 1609.3.1  
Exposure Category - B, C, or D. Shall be determined on a site basis.

## Soils Report Policy

A Soils Report **and** Letter of Verification shall be submitted with all applications for grading or foundation work. The Building Official may waive this requirement for detached garages, agricultural structures, utility structures, and other work that is deemed to not warrant a geotechnical investigation. Applicant shall submit written justification if waiver is desired.

## Building Ordinance

Title 14 of the Municipal Code contains modifications of the State Codes as well as additional regulations, pertaining to buildings and construction. Title 14 is available on the City website.

## Community Development Standard Drawings and Specifications

The Standard Drawings and Specifications provide standards and typical details for improvements in the public right-of-way such as sidewalks, curb & gutter, driveway approaches, and street trees. A supplement to the Standards, the "Stormwater Management Guidance Manual for Low Impact Development & Post-Construction Requirements" includes requirements for stormwater management.

## Energy Compliance

Submittals shall include a Certificate of Compliance with the applicable Building Energy Efficiency Standards.

A Certificate of Compliance (C-1R) with all applicable signatures, shall appear on plans. Provide heat loss calculations or specify the alternative component package used. Show all mandatory measures on the plan. For computer method compliance, submit two (2) copies of calculations.

**Note:** Some projects may require additional documentation. Please visit the California Energy Commission website for additional forms and further information. <http://www.energy.ca.gov>

## Naturally Occurring Asbestos

Prior to issuance of a permit for work involving grading or excavation, an applicant must contact the SLO Air Pollution Control District (APCD) and submit to the Building Official an approved Asbestos Dust Mitigation Plan / Health and Safety Program or exemption letter.

## Demolition Containing Asbestos

Prior to issuance of demolition permits (excluding residential buildings having four or fewer dwelling units) the applicant must contact the SLO Air Pollution Control District (APCD) and obtain Asbestos Clearance.

## Environmental Health Clearance

Prior to issuance of a building permit for the remodel or construction of dining and food preparation facilities, the applicant shall submit to the Building Official a copy of the plans bearing approval of the County Department of Environmental Health.

# MINIMUM REQUIREMENTS FOR CONSTRUCTION PLANS

## General

- ✓ Drawings to standard scale/scale identified on each sheet.
- ✓ All drawings on same size paper and bound (24"x36" plans shall be standard, 11 x 17 is the minimum sheet size).
- ✓ Site Plan or Cover Sheet shall be the first sheet, conditions of approval on the last sheet.
- ✓ Project reference information on every sheet, all drawings dated, numbered, labeled and legible.
- ✓ Show conformance with all Planning and other agency approvals, including conditions of approval and environmental mitigations where applicable. Projects requiring approval by other agencies, such as the California Coastal Commission, shall submit plans stamped approved by those agencies.

## Site Plan

- ✓ Vicinity map, north arrow, property lines, easements, setbacks and topography.
- ✓ All buildings, structures, projections and/ or other improvements.
- ✓ Locations of existing and proposed overhead and underground utilities on and adjacent to the site.
- ✓ Parking and average natural grade calculations.

## Grading and Drainage Plan

- ✓ Drawn to an appropriate engineering scale.
- ✓ Property lines with bearings and distances.
- ✓ Cut/ Fill quantities.
- ✓ Site contours at two or one foot intervals showing existing onsite and neighboring drainage patterns.
- ✓ Show proposed and existing structures (indicate whether they will be removed or left in place.)
- ✓ Dimensions showing location of proposed and existing structure(s) to the property lines.
- ✓ Retaining walls with elevations at the top and bottom of wall.
- ✓ Construction notes including 24-hour contact information for person responsible for erosion control.
- ✓ Drainage arrows with spot elevations and any other drainage facilities needed.
- ✓ Erosion control plan and details.
- ✓ Refer to specific City Standards where appropriate.
- ✓ Project Benchmark (vertical control for the project that won't be disturbed by grading operations.)
- ✓ If grading exceeds one acre in total area then a Stormwater Pollution Prevention Plan will need to be developed and submitted to the Regional Water Quality Control Board
- ✓ Location of flood plain and flood plain elevations if the property is located partially or fully in a flood plan.

## Floor Plan(s)

- ✓ Exterior and interior walls and dimensions.
- ✓ Location and size of openings (doors, windows, etc. and associated size or schedule).
- ✓ Location of plumbing fixtures.
- ✓ Cabinetry shown at kitchens and baths (cabinets, countertops, linens, etc.)
- ✓ Reference lines for story above or below, eaves, and cantilevers (use dotted or dashed lines to show location of exterior wall or other pertinent features of story above or below.)
- ✓ Label or illustrate all rooms/spaces as to their proposed use.
- ✓ Stair or elevator locations shown
- ✓ Exterior decks, patios, and/ or landings
- ✓ Locations of fire-rated or fire-resistive construction.
- ✓ Location of fireplace, furnace and/or water heater.
- ✓ References to sections or details as needed.

## Foundation/Floor Framing Plan:

- ✓ Footings, grade beams and slabs on grade, incorporate recommendations of the soils engineer.
- ✓ Footing section tags, referencing detail drawing for each footing or retaining wall configuration.
- ✓ Location of shear walls/ braced wall panels, include shear schedule.
- ✓ Location of hold downs and other foundation hardware.
- ✓ For raised floor foundations, vent calculations, show location of vents and under-floor access.