



**COUNTY OF SAN BENITO
RESOURCE MANAGEMENT AGENCY
PLANNING AND BUILDING INSPECTION SERVICES**

2301 Technology Parkway
Hollister, CA 95023-2513

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NEW ACCESSORY STRUCTURE

PLAN SUBMITTAL REQUIREMENTS

Please contact the following agencies for specific project information and requirements:

- Planning (831) 637-1041
- Environmental Health Department (831) 636-4035
- Water & Sanitation District (831) 636-4377
- Fire District (831) 636-4325 [Hollister Fire/CAL Fire areas], (831) 726-3130 [Aromas Fire].
- Plans drawn or prepared by licensed design professionals must be stamped at submittal and “wet”-signed before the permit can be issued.
- Accela Citizens Portal for electronic permit submittals:
<https://aca-prod.accela.com/SANBENITO/Default.aspx>

SUBMIT:

- One (1) **ELECTRONIC/DIGITAL COPY**- Please submit an electronic or digital copy of all Hard Copy Plan Set materials requested below. The electronic /digital submittal can be in the form of a CD-ROM, DVD, Flash Drive, Hyperlink to a Drop Box/FTP type website or submitted directly to Accela Citizens Portal.
- One (1) properly completed building permit application submitted electronically.
- One (1) electronic copy of each of the following documents:
 - Manufactures Structural Calculations
 - Truss Calculations
 - Geotechnical/Soils Report (greater than 15% grade)
 - C&D CAL Green Compliance Report

PLANS SHALL CONSIST OF:

- **Cover Sheet Showing:**
 - Project address, owner, contractor, APN, Scope and contact info
 - Flood zone (Visit FEMA website: <http://msc.fema.gov/portal>).
 - Square footage of all proposed structure(s).
 - Building fire sprinkler system if required (deferred submittal).
 - Note on plan: Project to comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, and San Benito County Code.
 - Location map.
 - Type of construction.
 - Occupancy classification(s).

- **Plot Plan:**
 - Lot dimensions with property lines and any easements identified.
 - Location and type(s) of all site utilities; electrical, sewer, water etc.
 - Driveway existing/proposed
 - Grades and elevation of site and building.
 - Dimensions from structures to property lines (measured at right angles to structures).
 - Dimensions between structures (measured at right angles to structures).

- **Architectural Sheets:**
 - Wildland Urban Interface Area requirements, per CBC Ch. 7A.
 - Cross Sections
 - Floor Plan (identify and dimension all room usage).
 - Window and door schedule.
 - Show details of fire rated construction per CBC Table 720.1, or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.
 - CALGreen Checklist (properly completed and/or imprinted on plan).
 - Elevations from all sides of building with exterior material used.
 - Roof Plan (show proposed roof top equipment, roof pitch, type of roofing etc.).

- **Structural:**
 - Include structural design criteria (design load, wind, seismic, etc.) on plan.
 - Foundation Plan (anchorage, rebar, piers etc.)
 - Roof Framing Plan
 - Location, size and grade of all framing members to include location(s) of shearwalls.
 - Structural Details

- **Electrical Plan:** (if applicable)
 - Light fixture/switch locations.
 - Interior and exterior receptacle outlet locations.
 - Service size and location

- **Plumbing and Mechanical Plan:** (if applicable)
 - Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans.
 - Location of plumbing equipment; waterheater, lvs, toilets etc.
 - Location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment; fireplaces, ventilation fans, kitchen exhaust, including termination points shown on plan.

MISCELLANEOUS:

- Statement of Special Inspections (If applicable to the project).

PLEASE NOTE, THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.