



RESIDENTIAL PLAN REVIEW SUBMITTAL GUIDELINE

* Note: This guide is to identify information required on submittal documents. Applicants should not consider this list to be all inclusive or a guarantee of plan approval to submit.

PLAN REQUIREMENTS

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| <ol style="list-style-type: none"> 1. Coversheet: Include- Job address and APN number; Property owner, Builder, Designer and engineer contact information; Scope of work; Occupancy group and occupant load; Construction type; Zoning; Number of units and stories; Building and lot size; Seismic design category; Flood zone information; Most current California Building Codes. See Project Data Handout for Residential coversheet information. 2. Site Plan: Shall be fully dimensioned and drawn to a scale not less than 1/8"=1'. Include a north arrow, property lines, street centerline and/ or edge of curb, all existing and proposed buildings, driveway, and the drive approach. All setbacks and distances between buildings shall be indicated. Show finished floor, finished grade elevations and drainage flow. Show all utility locations; gas, electric, and water meter. 3. Floor Plan: Shall be complete, fully dimensioned and drawn to a scale of not less than 1/4"=1'. Use of each room and space shall be identified. All walls and partitions shall be clearly identified as proposed, existing to remain, or existing to be demolished. 4. Roof Plan: All slopes and roofing materials shall be included. Provide truss calculations upon submittal if applicable. Demonstrate solar zone. | <ol style="list-style-type: none"> 5. Foundation/ Floor Framing Plan and Ceiling/ Roof Framing Plan- Size, spacing, and directions of all framing members shall be identified; relevant details and specifications shall be provided. 6. Building Cross sections- Sections shall be at structurally critical locations. Structural members and connections shall be identified at the section location, or appropriate details shall be referenced. 7. Elevations- All wall/ roof coverings, exterior materials, and building heights shall be identified. 8. Title 24- Energy forms are required to be incorporated into plans and shall be registered and signed. 9. Structural Calculations- Two sets of structural calculations are required if the project does not comply with the conventional framing/ bracing provisions of the Building Codes. These must be stamped and signed by an architect, civil engineer, or structural engineer currently licensed in the State of California. 10. California Green Building Standards (CGBS) - All mandatory measures are required to be incorporated into plans. 11. Utility Plan: See Utility Plan Requirements. |
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SUBMIT PLANS ELECTRONICALLY TO: PLANNING@GGCITY.ORG

All submittals are through our online portal Vivasoft: <https://gardengrove.vivasoft.io/login>
 If you do not have access to a computer, you can submit your digital plans on a USB in person at the Building Counter.

New Residential Dwellings- Electronic plan set, including structural calculations, and energy calculations incorporated into the plan set. If applicable a Soils Report shall be provided (reference [Soils Report Policy](#)).
 NOTE SOLAR BY SEPARATE PERMIT NOTE FIRE SPRINKLERS BY SEPARATE PERMIT

Accessory Dwelling Unit- Electronic plan set, including structural calculations (if applicable), energy calculations incorporated into plan set. A Soils Report may be required for properties located in Flood Zone A.
 NOTE SOLAR BY SEPARATE PERMIT NOTE FIRE SPRINKLERS BY SEPARATE PERMIT (if applicable)

Additions or Alterations- Electronic plan set, including structural calculations (if applicable), energy calculations incorporated into plan set.



UTILITY PLAN REQUIREMENTS New ADUs or ADU Conversions

Utility Plan: Shall be fully dimensioned and demonstrate the locations and sizing of existing and proposed utilities such as sewer, water, gas, and electric.

New Electrical Service Meter: Demonstrate the approved Edison location, indicate Edison's meter service request number (MSR#) adjacent to the designated location, and call-out underground or overhead service.

New & Existing Gas Line Connection: Provide gas pipe sizing calculations in accordance with the 2019 California Plumbing Code, Section 1208, and 1215. Provide material type, size, length, depth, and location.

New or Existing Water Line Connection: Provide water capacity calculations demonstrating existing waterline or proposed water line is of sufficient size complying with the 2019 California Plumbing Code (Table 610.3 and 610.4). Provide material type, size, length, depth, and location of the connection.

New or Existing Sewer Lateral Connection: Provide water capacity calculations demonstrating existing or proposed sewer lateral is of sufficient size complying with the 2019 California Plumbing Code (Table 702.1 and 703.2). Provide material type, size, length, depth, and location for connecting to existing or new sewer lateral. Installation of a new sewer lateral requires that a separate water meter be installed, otherwise you may connect to the existing sewer lateral.

1. All perpendicular crossings of the sewer, including laterals, shall maintain a vertical separation of 12-inches minimum below the water main, outer diameter to outer diameter. Any exceptions to the above require a variance from the State Water Resources Control Board.
2. On a case by case basis, if the water main is exposed during installation of a sewer lateral, a 20 foot section of the water main shall be replaced with 20ft PVC C-900 DR-14 class 305 water pipe, size in kind and centered at the crossing.

How do I start the utility connection process and obtain an address?

My ADU needs a separate address: For new ADUs a separate address will automatically be assigned during plan review. Existing ADUs may request an address application at building@ggcity.org. Return the completed application to building@ggcity.org with a site plan and floor plan demonstrating the mailbox and entrance locations, to each dwelling unit. Allow up to three to five (3-5) weeks for processing.

How do I install a separate electrical meter for my ADU?: Contact Southern California Edison (SCE) at 800-655-4555 to obtain a meter service request number (MSR#), prior to applying for an electrical permit. Complete an online permit application at [Online Permit](#), indicate your MSR# in the comments section of the online application. When your application is approved, you will be sent an invoice by email to pay for the permit. Note: SCE will require proof of an assigned address for the ADU new service request, separate from the main dwelling address.

How do I install a separate gas meter for my ADU?: Complete an online plumbing permit application at [Online Permit](#), indicate in the description "new gas service for ADU". When your application is approved, you will be sent an invoice by email to pay for the permit. Once you have obtained your permit, contact So Cal Gas at 877-238-0092 to schedule your new service request. So Cal Gas will submit an Encroachment permit application to Garden Grove Engineering Division. To verify if the Encroachment permit has been received, please email aliciah@ggcity.org. Once submitted, allow up to two (2) weeks for each review if a traffic control plan is required. Note: So Cal Gas may require proof of an assigned address for the ADU new service request, separate from the main dwelling address.

How do I install a separate water meter for my ADU?: You may request that the city install the water meter upon payment of applicable installation fees, or you may hire a licensed contractor who holds a class "A or C34 License". An Encroachment permit from the Garden Grove Engineering Division shall be obtained prior to a contractor performing the water meter install. Contact the Water Division at aduwmregs@ggcity.org to start the process. Note that the Water Division will require proof of an assigned address for the ADU new water meter request, separate from the main dwelling address.

How do I install a separate sewer lateral for my ADU?: Hire a licensed contractor who holds class a "A or C34 License" to obtain an Encroachment permit from the Garden Grove Engineering Division to perform the sewer lateral install. To obtain an Encroachment permit, contact Alicia Hofer at 714-741-5887 | aliciah@ggcity.org. Note: Engineering Division will require proof of an assigned address for the ADU new sewer lateral request, separate from the main dwelling address.

NOTE: JADUs are an extension of the main dwelling unit and ***shall not*** have separate utilities. JADUs may request to have a separate address.