



**DEPARTMENT OF PLANNING & BUILDING**  
**BUILDING DIVISION**  
 276 Fourth Avenue Chula Vista CA 91910  
 619-691-5272 619-585-5681 FAX

# WHO MAY PREPARE PLANS & INCOMPLETE PLANS

## FORM 4610

### I. PREPARATION OF PLANS

Section 15.06.085 of the Municipal Code indicates that the building official may require one or more sets of plans prepared and designed by a registered engineer or licensed architect, when required for enforcement of any provisions of the Code.

#### A. Plans must be signed as follows:

1. In accordance with the provisions of the California Business and Professions Code, the plans for all buildings and structures shall be prepared and each sheet thereof shall be signed by a person registered/licensed by the State of California as a civil engineer or architect. The first sheet of the engineering calculations for such buildings and structures shall also be signed by a person registered/licensed by the State of California as a civil engineer or architect. If the registrant is a civil engineer, each sheet of the plans and the first sheet of the calculations shall also bear the seal or stamp of the registrant and the expiration date of the certificate.
2. If the Alternative Structural Regulations referenced by the State Historical Building Code (Part 8, Title 24 of the California Code of Regulations) are applied, all plans must be prepared under the responsible charge of, and signed by, a licensed architect or structural engineer knowledgeable in earthquake resistant design.
3. Sheets prepared by a licensed electrical or mechanical engineer or contractor need not, however, be signed as specified above. California Energy Conservation Standards require that a licensee of the State of California sign electrical and mechanical plans and calculations. The signature of a licensed electrical or mechanical engineer or a licensed contractor operating within the limits of Section 6737.3 of the California Business and Professions Code can satisfy this requirement. This section allows electrical and mechanical contractors to design and install systems for which they have contracted.

- B. The following exceptions to the above requirements for signing of plans may be permitted on the condition that where the buildings and structures excepted hereafter are determined by the building official to deviate from conventional construction provisions for wood frame construction or where the structural stability of such buildings or structures is not evident to the building official, engineering calculations and/or the signature of an engineer or architect registered/licensed by the State of California

may, nevertheless, be required. An unlicensed individual may prepare the plans for the following structures:

1. Single-family dwellings of wood frame construction not more than two stories and basement in height.
2. Multiple dwellings containing no more than four dwelling units of wood frame construction not more than two stories and basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.
3. Garages, or other structures appurtenant to buildings described above, of wood frame construction not more than two stories and basement in height.
4. Agricultural and ranch buildings of wood frame construction, unless the building official determines that an undue risk to the public health, safety, or welfare is involved.
5. Nonstructural or non-seismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment and any nonstructural or non-seismic work necessary to provide for their installation.
6. Any nonstructural or non-seismic alterations or additions to any building necessary for the installation of such storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment provided those alterations do not change or affect the structural system or safety of the building.

### II. Incomplete Plans

Section 15.06.085 of the Municipal Code requires that plans must be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the Code and all relevant laws, ordinances, rules and regulations.

The plans should be reasonably complete without reference to other documents. Pertinent structural and fire and life safety information such as structural material specifications, floor and wall details and door, window and finish schedules should be shown on the plans.

- A. Plans submitted pursuant to the provisions of Section 106.3.2, which are incomplete and/or too unclear for acceptance under the provisions of

section 106.3.3, will be referred back to the applicant for completion and/or clarification. The Building Division will not prepare a detailed correction list for such plans, but will inform the applicant of the general areas in which they are incomplete and/or unclear.

- B. When such plans are resubmitted, plan review priority will be established based on the date of re-submittal. If, upon re-submittal, such plans are found to be incomplete and/or too unclear for acceptance under the provisions of Section 106.3.3, they will again be referred back to the applicant, without a detailed correction list, and the applicant will again be informed of the general areas in which the plans are incomplete and/or unclear.
- C. The above described process of submittal, rejection, re-submittal and establishing of plan review priority will continue until such time as the plans are found by the Planning & Building Department to be sufficiently complete and clear for acceptance under the provisions of Section 106.3.3. Continued re-submittal of incomplete plans or plans that do not address previously identified required corrections may result in assessment of additional plan review fee.