



**CITY OF ENCINITAS**  
Development Services Department  
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# FILE CATEGORIES BUILDING

- All documents shall be in PDF format (**JPEG's and secure files cannot be routed for review**), with a graphic scale, and rotated so that the pages read upright.
- Plan sheet Size – Standard size 24 inches x 36 inches – Landscape View.
- Final Plats – 18 inches x 24 inches.
- Plans shall be combined into one complete set, no individual sheet submittals.
- Export settings: maintain output scale; avoid “Fit to Page.”
- Save files in black and white. Exceptions include steep slope analysis, colored elevations, and rendering views.
- Each Plan Sheet must be clearly bookmarked to identify the content of the page. (e.g. Page A 1.0 Architectural Site Plan).
- Documents shall be created with TrueType Fonts.
- Unlock and flatten all drawings & reports. The markups list & layers should be cleared and empty.
- Sheet title blocks shall remain consistent on each page of the plan set including sub disciplines.
- Reserve a location on the lower right corner of the cover sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the same location on every sheet.
- Vector Content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each documents type (e.g., calculations, specifications, reports, studies, etc.). All plans, reports, and studies should be watermarked as “Draft” upon submittal.
- Files names are required to match the **File Categories** established by the City.

## DOCUMENT SUBMISSION TROUBLESHOOTING GUIDE

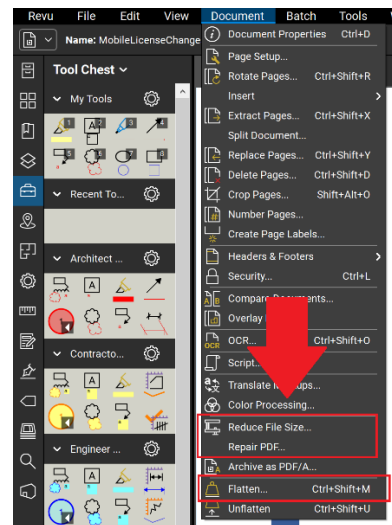
Please double check our Document Submission Standards (above) to verify that your files meet all criteria.

- Unlock and Flatten all documents.
- Digitally signed or otherwise protected PDF files cannot be routed for mark-up or plan check.
- There is no maximum file size for upload.
- Please remain mindful of your upload and download speeds, which are dictated by your internet service provider (ISP). Please also consider reducing file sizes and ensuring your PDFs are optimized for upload and adhere to our Document Submission Standards.

Contemporary, mainstream PDF editor software can be used to reduce file size, fix, or otherwise optimize your PDF files for submission.

For example:

- Adobe Acrobat Pro: <https://helpx.adobe.com/lv/acrobat/using/optimizing-pdfs-acrobat-pro.html>
- Bluebeam Revu:
  - Flatten... (all markups)
  - Repair PDF... (all options selected)
  - Reduce File Size... (default options are fine)



FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Acknowledgment – Owner-Builder	Required when the owner is the responsible party of record on the permit.
Application – Energy Efficiency	Required for solar panels, battery storage systems, charging equipment, and grey water systems. Includes streamlined process for residential permits that utilize a Standard Plan.
Application – Concurrence Hold Harmless Agreement	Letter submitted to City to request concurrent processing of construction plans at-risk. An acknowledgement that all fees paid are non-refundable and that the project scope is subject to change.
Application – Grant Deed	Document required to establish proof of ownership.
Application – Letter of Authorization	If not the property owner, require a letter, signed, and dated by property owner, authorizing applicant as their agent.
Application – Preliminary Title Report	Current preliminary title report when applying for additions and lots with easements.
Application – Submittal Checklist – Building Plans	Specifications for plans and other documents - must be acknowledged.
Application Supplemental - Building & Trade	Additional information & acknowledgements required to apply.
Application Supplemental - Reroof	Supplemental application detailing the roofing specifications.
Calculations – Building Fee Spreadsheet	Fee Calculation spreadsheet for Building permits based on Valuation.
Calculations – Building Square Footage	Breakdown of project square footage to determine fees.
Calculations – Construction & Demolition Waste Management Plan	Information required for all Re-roofing projects and New Construction, Remodel or Tenant Improvement 10,000 sq ft or greater.
Calculations – Fee Spreadsheets	Excel spreadsheets used to calculate building permit fees based on Valuation.
Calculations - Fire Protection System	Calculations for Fire Protection Systems
Calculations – Structural	Calculations addressing the stability, strength and rigidity of structures and buildings.
Calculations – Title 24	Calculations showing energy efficiency.
Calculations – Truss	Roof framing calculations. (New Construction, Addition or Remodel)
Certificate – Flame Resistance	Certifies that materials have been treated with a flame-retardant chemical or are inherently nonflammable.
Certificate – Non-Residential Construction	Acknowledging compliance with Non-Residential Energy Conversation requirements per California Administrative Code Article 2, Part 6, Title 24.
Certificate – Roof Covering Installation	Acknowledgment by contractor of compliance with Class A Roof requirement.
Certification – Height	Must include survey from licensed surveyor or registered civil engineer verifying building height is in compliance with the approved plans.
Certification – Installation	Acknowledgment of contractor or owner work completed is in compliance.
Certification – Landscape Certificate of Completion	Must be signed by a State licensed landscape architect, landscape contractor, or an irrigation designer who holds a State license in the landscape field to verify installation was as designed.
Certification – School Fees	To determine amount of school fees due. (Residential addition 500 sf or any commercial addition)
Certification – Sewer & Water District	Certifies that all connections have been paid. (New home, new ADU, & all commercial projects)
Certification – Setbacks	Boundary and setback Verification form performed and filled out by a licensed land surveyor of setbacks for proposed development.

Certification Title 24	Acknowledgment signed by contractor or owner indicating Title 24 requirements have been met.
Corrections List – Revisions/Resubmittals	Response to City staff's list of corrections to plans.
County Hazardous Materials Questionnaire	Questions relating to hazardous materials. (Commercial - if yes to Part II, may require stamp at bottom)
County Health Approval	Prior to Issuance – If septic tank on property. Can be approved plans or stamped letter. (New Const, Add, Alteration, Pool)
Form – Construction & Demolition Debris Ordinance	Form required relating to debris management (Require form on all. Staff will send out WPM as applicable. All New Commercial/Mixed Use Construction, new TI over 10K sq ft)
Form – Construction & Demolition Debris-Waste Management Plan	Outlines waste management plan for project site. Required approval by Public Works.
Form – Alternative Means & Methods Proposal	Explanation of the need for an alternative method and that it complies with the intent of the code and is at least equivalent to what the code describes relating to quality, strength, effectiveness, fire resistance, durability, and safety.
Form – Energy Efficiency Compliance CA CFIR/NRC	Official California Energy Commission compliance documents to show compliance with 2022 California Building Energy Efficiency Standards (Title 24, Part 6 or Energy Code).
Form – Housing Development Tracking	Form to track all new residential dwelling units.
Form – Housing Development Tracking-ADU & JADU	Form to track all new Accessory Dwelling Units and Junior Accessory Dwelling Units.
Form – Priority Development Project SWQMP	This form establishes Stormwater Quality Management Plan (SWQMP) requirements for development projects.
Form – Stormwater Intake Form & Standard SWQMP	Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
H.T.E. Legacy File	Scanned copy of original H.T.E. application file (moving active H.T.E. permits to EnerGov).
Land Records – Exhibits	Exhibits to accompany variety of land record documents including easements, covenants, and agreements.
Landscape – Documentation Package	Includes landscape and irrigation plans. Commercial & Mixed-Use projects must be prepared by the homeowner or be prepared, signed, and stamped by a California-licensed civil engineer, architect, or landscape architect.
Landscape – Water Efficient Worksheet	Worksheet that calculates the Maximum Applied Water Allowance and the Estimated Applied Water Allowance. Commercial & Mixed-Use projects must be prepared by the homeowner or be prepared, signed, and stamped by a California-licensed civil engineer, architect, or landscape architect.
Letter – Applicant Response	Letter summarizing the applicant's response to staff's previous comments.
Letter – City Comment	Letter summarizing staff's review comments.
Letter – Concurrent Processing At-Risk	Letter submitted to the City to request concurrent processing of construction plans at risk. An acknowledgment that all fees paid are non-refundable and that the project scope is subject to change.
Letter – Reinstatement of Expired Permit	A letter of explanation from applicant detailing why the permit lapsed, the status of the project, and when the project will be completed.
Letter – SDGE Disconnect	Letter from SDGE verifying they have disconnected power to a property. (Demo)
Permit – H.T.E. Issued	Permit originally issued in H.T.E.
Photos	Photos required for project or permit. (i.e.) site photos, photo for ID
Plans – Building	Include all plans - Architectural, Structural, Mechanical, Electrical, Plumbing (MEP), Civil, Landscape.

Plans – Encroachment Maintenance & Removal Agreement	Letter sized exhibit of Encroachment Maintenance & Removal Agreement
Plans – Energy Efficiency	Plans for solar panels, battery storage systems, charging equipment, and grey water systems. Upload as one document.
Plans – Foundation Only	Plans to allow for the limited construction of a part of the building with the authorization from the Building Division.
Plans – Fire Protection System	Plans for a sprinkler system, fire alarm, or kitchen hood.
Plans – Grading	Construction document used to approve and permit grading improvements proposed as part of a project. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.
Plans – Hardscape	Detailed plans indicating removed/replaced/proposed impervious square footages & proposed/existing drainage facilities.
Plans – Isometric Drawing	A drawing that indicates where piping is being installed.
Plans – Landscape	Include conceptual landscape plan, irrigation plan, wall, and fence plan etc.
Plans – Revision	Revised plans showing change in scope of work occurring after permit issuance.
Plans – Security Treatment Plan	Security, safety, and treatment plans showing site location, security fencing, 24-hour contact information, construction worker parking, loading/unloading areas, onsite circulation, construction phasing and other critical information during construction activities.
Plans – Sign	Include address, APN, proposed sign location(s), property dimensions, building dimensions, sign dimensions, & details.
Plans – Single Line Drawing	Shows where all electricity is being used inside the structure.
Plans – Site Plan – Demolition	Site plan showing scope of proposed demolition, including but not limited to, structures or portions of, site improvements, hardscape, vegetation, etc.
Plans – Site Plan – Trade Permit	Include location of installation and setbacks from property line, elevation if applicable.
Proof of Ownership/Owner Permission	Proof of Ownership is a Grant Deed, Assessor Record, or similar document. If not the property owner, permission from owner is a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
Specifications – Fire Protections System	Specifications for fire protection systems.
Specifications – Manufacturers Manual	Upload manufacturers specifications manual.
Tech Study – Biology	Study analyzing potential biological impacts.
Tech Study – Fire Protection Plan	Report explaining measures being taken to reduce fire risk.
Tech Study – Geotechnical Report	Study analyzing geology to determine site conditions and design and construction recommendations.
Tech Study – Greenhouse Gas	Study analyzing potential greenhouse gas emissions.
Tech Study – Hydraulic Analysis	Study assessing demands established by the Water System Analysis to size the onsite water mains and determine the water district's offsite infrastructure capacity.
Tech Study – Noise	Study analyzing noise impacts.
Tech Study – Parking	Study analyzing parking.
Tech Study – PDP SWQMP	A Priority Development Project Stormwater Quality Management Plan is required for all Priority Development Projects.
Title 24 – Energy Requirement Forms	State required forms related to energy compliance.
Work Order - SDGE	Required for new, upgraded, or relocated gas and/or electric meters. (Site plan is included with work order)