



PLAN SUBMITTAL CHECKLIST

APPLICANT INSTRUCTIONS

To qualify for a plan check for your Project, plans are to be prepared and the following 4 steps are to be completed.

- STEP #1 - Meet with the Planning Department to ensure the Project meets preliminary Planning requirements.
STEP #2 - Provide a complete Building Plan Submittal Package. Once a complete submittal package is assembled the person who prepared the plans should fill out the checklist below.
STEP #3 - Completely fill out a City of Oxnard Building Permit Application. Be sure to fill out all applicable sections, if a section does not apply write N/A in that area.
STEP #4 - Once all previous steps are completed submit your completed Building Permit Application, Plan Submittal Checklist, three (3) complete set of plans, and (2) two sets of calculations (structural, if applicable and energy) and other supporting documents.

DISCLAIMER

Building and Engineering and/or Planning may determine a project is not eligible for review based on site conditions, project scope, non-permitted construction, or other project conditions. ADUs are not allowed in the Oxnard Coastal Zone (between Victoria Avenue and west to the Pacific Ocean). ADU may not be rented for less than 30 days (i.e. Short-Term Rental) (OCC 16-663.4(H))

REFERENCES

Numbers in the parenthesis () refer to sections of the California Building Code, Letters () refer to sections of the California Residential Code (R), Table (T), Plumbing Code (PC), Mechanical Code (MC), Electrical Code (EC), CalGreen (CG) and CA Building Energy Efficiency Standards (ES). Refer to the City of Oxnard Building Department Handouts for more information about specific project types. Refer to the online version of this checklist for links to the items underlined in blue.

PROJECT TYPE + DESCRIPTION

- ADU/Jr. ADU (see below for additional requirements)
Attached Patio Cover
Detached Patio Cover
Residential Addition
Detached Tool/Storage Shed or Playhouse (greater than 120 sq. ft.)
Other:

ADU TYPE + JOB DESCRIPTION

- Addition to Single Family Dwelling (SFD) to create an attached ADU
Detached Garage Conversion to ADU with / without (Circle one) an Addition
New Detached ADU with / without (Circle one) an attached Garage
Junior ADU
Alteration of existing habitable space to create and ADU/Jr. ADU
Attached Garage Conversion to ADU with / without (Circle one) an Addition
Other:

ADU SQUARE FOOTAGE (SF):

NUMBER OF ADU'S REQUESTED:

Jr. ADU SQUARE FOOTAGE (SQ. FT.):

PROPOSED RENTAL AMOUNT (ADU): \$

STORIES: 1 or 2 (Circle one)

PROPOSED RENTAL AMOUNT (Jr. ADU): \$

STRUCTURAL PLANS:

- Engineered
Conventional Framing (Type V) B815 Typical Wood Framing

JOB ADDRESS:

SCOPE OF WORK:

I have read through the entirety of this checklist and verified compliance with all items. I am aware of the ramifications of misrepresenting any information.

The information provided on this checklist is accurate and it is acknowledged that an incomplete checklist/submittal package will be **not** eligible for a review.

ATTENTION

Submissions that do not show all the applicable Administrative and Code requirements in this checklist will **not** be eligible for a complete review. Failure to comply with all requirements set forth in this checklist will be cause for immediate rejection of plans with no further review. Failure to address all items on this checklist completely and thoroughly a second time will trigger the requirement for a Licensed Design Professional (**Licensed Engineer or Architect**) to take responsibility for the entirety of the project. After the third submission additional plan review charges of \$212 per hour will be assessed for staff time.

Relationship to Project: Designer Engineer/Architect Owner/Agent

SIGNATURE *(Electronic Signature acceptable)*: _____ **NAME:** _____ **DATE:** _____

New address for ADU obtained
(Please contact Jessica Smith at jessica.smith@oxnard.org for new address assignment)

ADDITIONAL INFORMATION

City of Oxnard Building Department Handouts
<https://www.oxnard.gov/community-development/building-engineering/building-construction-handouts>.

To use the QR code on the right, open the camera app on your phone, hold your phone so that the QR code appears in view, then tap on the notification to open the link to view the Building Department Handouts.



The following checklist contains basic requirements needed to qualify for a plan check submittal. For additional ADU/Jr. ADU requirements that will be reviewed during the plan check process, refer to the handout [Expanded Residential Checklist](#), available online through the link above. For more detailed information concerning specific requirements for Jr. ADUs, refer to the handout [Junior Accessory Dwelling Unit Requirements](#), available online through the link above.

ADMINISTRATIVE (A)	Check if Yes	
A1. Have you met with the planning department and received confirmation that the Project meets general planning requirements? Note: Failure to meet with the planning department to discuss general requirements prior to plan submittal may result in delays and added expenses due to project redesign.	<input type="checkbox"/>	
A2. Have all plan sheets been signed and dated prior to submission per California Business and Professions Code Section 5536.1?	<input type="checkbox"/>	
A3. Have the following forms been blueprinted and signed (as applicable) on the plans?	<input type="checkbox"/>	
a. CF1R Energy Calculations (Commonly referred to as "Title 24") Plan Sheets OR (see below)	<input type="checkbox"/>	
b. Prescriptive Non HERS Verified Form(s) (only applicable to additions <1000 SF of conditioned area and that meet the conditions noted on the form)	<input type="checkbox"/>	<input type="checkbox"/> N/A
c. 2022 California Energy Code Residential Mandatory Measures .	<input type="checkbox"/>	

REQUIRED BUILDING PLAN SHEETS (B)	Check if Yes	
B1. Has a cover sheet been included with all of the information listed below?	<input type="checkbox"/>	
a. Complete property legal description (APN, Year Built, Area, Zoning Code, etc.)	<input type="checkbox"/>	
b. Complete Scope of Work, Sheet index, and Directory of Owner(s) and all applicable consultants.	<input type="checkbox"/>	
c. List of all applicable codes (2022 CBC, CRC, CEC, CPC, CMC, CG, ES, etc.)	<input type="checkbox"/>	
B2. Have Architectural sheets been included with all of the information listed below? Note: See Residential Additions handout for additional guidance and examples.	<input type="checkbox"/>	
a. Vicinity Map (white background with black linework)	<input type="checkbox"/>	
b. Site Plan with all of the information listed below.	<input type="checkbox"/>	
i. Dimensions of property (lot size) and proposed project.	<input type="checkbox"/>	
ii. Location and uses of existing building and proposed project.	<input type="checkbox"/>	
iii. (N) and (E) Utilities (gas/water/sewer/electric with sizes) Note: Additional utility details and calculations may be required.	<input type="checkbox"/>	<input type="checkbox"/> N/A
iv. Setbacks and Easements	<input type="checkbox"/>	
v. Site Drainage (Oxnard Public Works Plate 601)	<input type="checkbox"/>	<input type="checkbox"/> N/A
vi. Site-Specific elevations of the finished floor of the ADU/Addition and the lowest adjacent street gutter. Finished floor must be site measured per Oxnard Public Works Plate 601 to be a minimum of 25 inches above the lowest adjacent street gutter.	<input type="checkbox"/>	<input type="checkbox"/> N/A
c. Floor Plan(s): Existing, Demo (if applicable), Proposed, Electrical, Plumbing, Mechanical	<input type="checkbox"/>	
d. Roof Plan with ventilation calculations/specifications and roofing specifications	<input type="checkbox"/>	<input type="checkbox"/> N/A
e. Exterior Elevations and Cross Sections with references to Architectural/Structural details	<input type="checkbox"/>	
f. Architectural details	<input type="checkbox"/>	
B3. Have Structural sheets been included with all of the information listed below? Note: Omission of Structural sheets may require justification.	<input type="checkbox"/>	<input type="checkbox"/> N/A
a. Structural general notes	<input type="checkbox"/>	
b. Foundation plan with references to applicable structural details	<input type="checkbox"/>	
c. Floor framing/roof framing plans with references to applicable structural details	<input type="checkbox"/>	
d. Structural connection details	<input type="checkbox"/>	

OTHER REQUIRED SUBMITTAL DOCUMENTS (C)	Check if Yes	
C1. Have complete structural calculations been included? (Vertical and horizontal loads (gravity and lateral)) Note: 1. Single story ADU's of Type V designed per California Residential Prescriptive Provisions do not require structural calculations. See handout B813 and B815 for Prescriptive Provisions.	<input type="checkbox"/>	<input type="checkbox"/> N/A
a. Have structural calculations been completed by an Architect or Engineer currently licensed to operate in the State of California? Note: Calculations must be stamped and signed by the licensed architect or E.O.R. (Engineer of Record).	<input type="checkbox"/>	<input type="checkbox"/> N/A
C2. Have complete Energy Calculations been provided (Prescriptive or Performance based)? (See A3)	<input type="checkbox"/>	
C3. Have manufacturer specifications been provided for items listed below?	<input type="checkbox"/>	
a. Roofing, Deck Finishes, and Waterproofing.	<input type="checkbox"/>	<input type="checkbox"/> N/A
b. Mechanical Equipment (Water Heater(s), Heater(s), HVAC, Appliances, Mechanical Ventilation, etc.)	<input type="checkbox"/>	