



CITY OF SANTA CLARITA
BUILDING & SAFETY DIVISION
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355 (661) 255-4935

Projects Requiring Plans Prepared by a California-Licensed Architect or Engineer

Plans submitted for review shall show in detail how the project will conform to the codes, ordinances, and regulations enforced by Building & Safety (CBC Section 107). For most building projects, plans shall be prepared by a California licensed architect or engineer. Examples include:

- New commercial buildings
- Additions to existing commercial buildings
- Structural alterations (interior or exterior)
- Group A (assembly) occupancies
- Group E (educational) occupancies
- Group F (factory and industrial) occupancies
- Group H (hazardous) occupancies
- Group I (institutional) occupancies
- Group L (laboratory)
- Group R, Division 1, 2 or 4 occupancies
- Projects with mixed occupancies or which involve a change of occupancy
- Storage racks exceeding 8 feet in height
- Tanks and vessels
- Nonstructural component or equipment requiring design per ASCE 7 chapter 13
- Remodeling projects in high-rise buildings (floors over 75-feet in height)
- Lateral force resisting systems utilizing poles embedded in the ground
- Any project not deemed exempt by the Building Official

Each sheet of plans shall be sealed and signed by the architect or engineer that prepared them. The title sheet of calculations, specifications and reports shall also be sealed and signed.

Examples of plans which may be prepared by an unlicensed person include:

- Alterations or improvements within Group B (office), Group M (mercantile), Groups S-1/S-2 (storage), or Group U (utility) occupancies.
- Architectural and Structural plans for Group R-3 residential buildings **not more than one-story** in height, designed in accordance with the prescriptive methods of the CRC Section R301.1.3.2, as amended, or the conventional wood-framed construction provisions of CBC Section 2308.

Mechanical, electrical, and plumbing plans shall be prepared by a licensed engineer, or by the licensed contractor who will perform the work. The contractor must possess the specialty license in that specific discipline, and demonstrate the ability to prepare plans to industry design standards.

The plans shall contain the name and contact information of the person responsible for preparing the plans. The plan preparer shall sign and date the plans.

Fire sprinkler plans for commercial and residential buildings shall be prepared by a licensed fire protection engineer, or by the licensed C-16 contractor who will perform the work.

Code References:

Business and Professions Code Sections 5537, 5538, 6737, and 6738
California Building Code (CBC)
California Residential Code (CRC)
City of Santa Clarita Amendments to the CBC and CRC.