

City of Larkspur Building Department
400 Magnolia Ave.
Larkspur, CA 94939
(415) 927-5038



City of Larkspur Public Works Department
(415) 927-5017
Central Marin Fire Department
(628) 600-9988

City of Larkspur Planning Department
(415) 927-5038

BUILDING SUBMITTAL REQUIREMENTS

The following items below are required at time of submission for larger projects such as new construction, additions, and some commercial tenant improvements. A completed, signed permit application and plan check fees are due at time of submission.

Additional forms and handouts can be found at: [City of Larkspur Building Department](#) More detailed information is on the following pages.

General building questions can be emailed to: LarkspurBuilding@CityofLarkspur.org

PLAN REQUIREMENTS

4 Complete Sets of Plans 2 Sets of Supporting Documentation (Energy Analysis Report, Structural Calcs, Geotechnical Investigation Report, etc.).

Drawings should be on 24" x 36" paper, drawn to scale using 1/8"-1/4" = 1' measure for architectural drawings, and 1/8" = 1', 1" = 20' for site drawings. Minimum size is 11" x 17".

Plans prepared by a licensed professional must be signed and stamped by that individual (most commercial projects require a licensed design professional). All plans are required to be signed by the plan preparer. Plans marked "preliminary" or "not for construction" will not be accepted or reviewed for code compliance.

Planning Department "conditions of approval" to be printed verbatim on the first pages of the plans.

Plans are reviewed by the Building, Planning, Public Works, and Fire Departments, and outside agencies.

BUILDING PERMIT APPLICATION FORM A completed, signed building permit application.

TITLE PAGE

Legal job address, Assessor's Parcel Number, and a page index.

Names, addresses, phone numbers, and emails of property owner, tenant, contractor, design professionals and consultants with license/registration numbers.

Written description of the scope of work.

Building occupancy classifications.

Note zoning district. Note if the structure is in the Wildland-Urban Interface area.

Type of construction - i.e. (Type I V-B), (Type II-A)

Square footage per floor of structure with identified separate uses. Itemized building square footage per area (existing, to-be-demolished, alteration, addition, garage, porch, deck, hardscape etc.).

Note if the structure is to be fire-sprinkled or not.

Building code compliance statement - i.e. "These plans comply with the 20XX California Residential and Building Code Series". List all applicable codes.

Building height.

List pre-approved deferred submittals (if applicable, deferred submittal form required).

Pre-construction impermeable surface and post-construction impermeable surface.

TITLE PAGE - continued

Legend for symbols, abbreviations, and notations on the plans.

Homeowner's Association (HOA) name and contact, if any.

SITE PLAN

Drawn to a site specific appropriate scale to show the entire site, usually 1/8" = 1', 1" = 20'.

Show and label locations of all buildings (existing, proposed, and to-be-demolished), including detached accessory structures.

Show property lines, creeks, easements, and other improvements. Specify dimensions from all property lines to all structures and specify dimensions between structures. Dimension all of lot line and site topography with a maximum contour interval of 5 feet. Note any flood-zone/plane definition lines with FEMA flood zone and panel number, include waterways and riparian areas with dimensions from top of bank.

Show the existing and proposed building footprint, including decks, and detached accessory structures, roof eaves, porches; and other site improvements including driveway, stairways, patios, pools, fences, retaining walls etc.

Note sewer and water lateral lines and connection points, sewer cleanout, water meter location, utility easements including gas and electric meter locations, fire hydrants, and easements for roadway, access or utilities.

Accurately identify the location, species, and size of each tree with drip lines and note protection measures. Note trees that have been approved to be removed from Planning approvals require a separate *Tree Removal Permit Application*.

CIVIL

Required when new structures or additions are proposed or when grading or soil disturbing activities are proposed.

Show grading and drainage improvements for the property including swales, grade elevations, and other site improvements.

Plan must show drainage management areas, how stormwater will be retained on site to the maximum extent feasible and how stormwater draining from site will be filtered.

Provide details for construction of bio-retention facilities and improvements. Contact the City of Larkspur Department of Public Works for more detailed civil requirements.

Specify all required CALGreen irrigation measures.

GRADING AND EARTHWORK

For any construction involving grading and/or earthwork, show existing and proposed grades to adequately reflect topographic features post construction.

Clearly delineate areas of cut and fill. Identify total cut, fill, import and export volumes.

For proposed retaining structures, show top and bottom of wall elevations and show temporary cut slope or shoring measures if applicable.

Provide perimeter, finished floor and pad grades for all new construction or additions.

A grading permit will be required for grading or earthwork activities with the exception of hand dug excavations less than 25 cubic yards.

DRAINAGE AND STORMWATER MANAGEMENT

If an application is being submitted for a new construction, major addition, extensive landscape/hardscape improvements, or any site work creating/replacing impervious area and/or changing existing grades you will be required to submit a grading and drainage plan for your project.

Complex plans should be prepared by a licensed civil engineer.

DRAINAGE AND STORMWATER POLLUTION PREVENTION PROGRAM - continued

The purpose of the plan is to show how runoff from your site, including roof areas, patios, driveways, etc., is accommodated.

The drainage plan must identify existing and proposed site drainage including all storm drain systems, swales, channels, roof leader locations and tie-ins, and adequate grades/slopes showing drainage patterns and discharge locations.

All drainage runoff must comply with Marin County Stormwater Pollution Prevention Program (MCSTOPPP) guidelines and to the standards set forth by the City Engineer. MCSTOPPP guidelines require projects, including single family home remodels, to comply with storm water treatment measures if the scope of the project includes ground disturbing additions or replacement of 2500 square feet or more of impervious surface. Please refer to the link for MCSTOPPP guidelines: [Marin County Storm water Pollution Prevention Guidelines](#)

<https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/basmaa-postconstruction-manual.pdf?la=en>

Regardless of whether your project triggers MCSTOPPP requirements, drainage must be designed to prevent concentrated runoff from entering an adjacent property, or street right-of-way and flooding/erosion from occurring. In addition, drainage that naturally flows to your property may not be blocked or diverted onto another property.

City permits are required for any modifications to watercourses as defined in Section 9.12 of the Larkspur Municipal Code. Modifications or connections to City drainage infrastructure such as closed conduits will also require City permits.

Discharges into or modifications to creeks, streams, lakes or other natural waterways, or man-made and now host to plant life or other habitat, may require special review by the U.S Army Corps of Engineers, San Francisco Bay Regional Water Quality Board, and other state regulatory agencies. Please consult the Public Works Engineering Department for questions regarding whether your project will require outside regulatory review and approval.

EROSION SEDIMENT CONTROL PLAN (ESCP)

Required for all grading and soil disturbing activities including landscaping, excavations, trenching, grading and other work involving soil movement.

Plans should show best management practices on a site specific plan.

Applicant will also be required to submit a completed erosion and sediment control checklist in supplement to the site plan. For further guidance including the checklist: [Marin County ESCP Template](#)

<https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/mcstoppp-erosion-and-sediment-control-plan-applicant-package.pdf?la=en>

Contact the City of Larkspur Department of Public Works for more detailed ESCP requirements.

CONSTRUCTION MANAGEMENT PLAN

A construction management plan is required for most projects that trigger Public Works review and include site work and/or earthwork.

The following should be identified and shown schematically when possible:

- estimated project duration,
- construction schedule of milestones,
- excavation and disposal methods,
- equipment to be used,
- site access location,

For additional information, forms & documents please visit us on the web at: [City of Larkspur Building Department](#)

CONSTRUCTION MANAGEMENT PLAN - continued

- storage and staging location of materials and equipment,
- debris boxes and portable toilets,
- truck loading including concrete truck staging,
- haul route.

Note: An encroachment permit is required for all work in the public right of way, including but not limited to traffic control and parking reservations. Staging or storage of construction equipment and materials will not be permitted in the right of way.

FOUNDATION PLAN

Required for all new structures, additions, alterations to existing structures affecting foundation.

Show fully dimensioned foundation plan with location and size of all foundations and footings with required reinforcing dimensioned to property lines and between existing and proposed structures.

FOUNDATION DETAILS

Required when new foundations or footings are proposed. Show and specify materials, size, type and spacing of all foundation elements and materials. A separate detail is required for each different condition.

FLOOR FRAMING PLAN AND DETAILS

Required for each framed floor where floor framing is installed or altered.

Show all floor framing elements.

Specify size, grade, and species of material and show direction and spacing of joists.

Specify all joist hangers and beam connections.

Show stairway framing.

First-floor framing plan may be combined with foundation plan for simple structures.

FLOOR PLAN

Required for all new structures, additions and alterations.

Specify the use (occupancy; i.e. habitable, accessory) of all rooms and areas.

Show size, type and location of all walls, doors, windows, rooms, shear walls, hold-downs, cabinets, fixtures, stairways, posts, equipment, access panels, handrails, materials, etc., to clearly indicate the layout of the structure.

Indicate all new and existing elements and fully dimension the plan. Indicate all changes in floor elevation.

Show and specify all mechanical equipment, register locations, plumbing and electrical fixtures, switching, receptacles, appliances and other items if not otherwise shown on separate sheets.

Provide schedules and general code notations on the floor plan sheet.

MECHANICAL PLAN

Required when mechanical work is proposed. Show mechanical duct layout, sizes and type, register locations, fire dampers and mechanical equipment.

Provide HVAC sizing calculations. Specify all equipment on energy documentation. *May be combined with floor plan for small and simple alteration and addition projects.*

CALGreen Mandatory Measures at Tier 1 apply - see City of Larkspur CALGreen Checklist.

PLUMBING PLAN

Provide plumbing isometric or schematic diagram of water, gas, drain, waste, and vent lines.

Show size of all lines and vents.

Show location of all fixtures, interceptors, plumbing appliances, condensate drains, and cleanouts.

Specify type of all piping materials to be used.

CALGreen Mandatory Measures at Tier 1 apply - see City of Larkspur CALGreen Checklist.

RESTAURANT EQUIPMENT PLAN

Required for restaurants and commercial food processing, storage or preparation.

Show and specify location, size and type of all equipment, appliances and fixtures used for commercial food processing, storage, or preparation.

NOTE: Prior to approval from the City of Larkspur Building Department applicants must obtain plan approval from the County of Marin Environmental Health Services.

ELECTRICAL PLAN

Required when electrical work is proposed.

Show all electrical fixtures, switching, receptacles, appliances, fans, smoke and carbon monoxide detectors, services and electrical equipment. Specify required GFCI and AFCI circuits.

Provide a lighting fixture and control schedule to specify all light fixtures, lighting control types and configurations (groupings) to conform to mandatory energy requirements.

Specify size of electrical service. *May be combined with floor plan for small and simple alteration and addition projects.*

CALGreen Mandatory Measures at Tier 1 apply - see City of Larkspur CALGreen Checklist.

CEILING FRAMING PLAN AND DETAILS

Required when ceiling joists are proposed.

Show location of all supporting walls and elements.

Specify size, grade & species of materials and show direction and spacing of joists. *May be combined with floor plan for small and simple alteration and addition projects.*

TRUSS LAYOUT PLAN

Required when trusses are proposed. Show and specify all trusses, truss spacing and truss connections.

Identify each truss corresponding with truss design documentation.

Show all walls and beams supporting trusses.

Structural calculations are required when trusses are proposed. If trusses are deferred, a Deferred Submittal Form is required.

ROOF FRAMING PLAN

Required for all new and altered roof framing elements.

Show all walls, beams or other elements supporting roof framing elements. Specify size, grade & species of materials and show direction and spacing of rafters.

ROOF PLAN

Required for all new roofs or modifications to existing roof structures.

Show overhead view of roof to indicate roof slope, valleys, hips, ridges, roof drainage and roof materials. *May be combined with plot plan for simple structures.*

BUILDING CROSS-SECTIONS

Required to show varying construction conditions, proportions and materials in new structures, additions and structural modifications to existing structures.

Show and specify size, type, spacing, slope and connection of all materials.

Separate cross-sections should be developed for each varying condition.

FRAMING/STRUCTURAL DETAILS

Required when new framing is proposed. Provide sufficient details to clearly indicate construction and attachment of members.

Show and specify materials, size, type and spacing of all framing elements. A separate detail is required for each different condition.

Show eave details, truss connection details, post-to-beam connections, post-to-footing connections, hold-down details, rim joist, ledger and cantilever details, flashing details, etc.

EXTERIOR ELEVATIONS

Required for new structures, additions and exterior modifications to existing structures. Show all sides of the building. Show and specify all exterior materials, vents, doors, windows, trim, gutters, stairways, handrails, roof pitch, roofing, chimneys, etc.

INTERIOR ELEVATIONS

Necessary to show interior finishes, casework, hardware, fixtures and restroom configuration. Unless bathrooms or kitchens are involved, may not be necessary for small alteration and addition projects.

LANDSCAPING AND IRRIGATION PLAN

Required when landscaping or irrigation systems are proposed. Landscaping and irrigation systems must comply with the requirements of the Marin Municipal Water District (MMWD) which can be located at: [MMWD Landscape Plan Review](#)

Landscaping plans, irrigation systems and irrigation water use calculations often require Planning Commission approval prior to submittal of the documents for a building permit.

FIRE SPRINKLER PLANS

Fire Sprinklers are required on all new construction and additions or alterations to structures with existing fire sprinklers. *Fire sprinkler plans are to be submitted under a separate building permit application and can be deferred. Fire sprinkler permit shall be issued prior to beginning installation and no later than combustible construction begins.*

Contact Central Marin Fire Department, Fire Marshall at (628) 600-9988 for more specific guidance.

FIRE ALARM PLANS, ANSUL SYSTEMS, KNOX BOX AND SECURITY GATE REQUIREMENTS

Contact Central Marin Fire Department, Fire Marshall at (628) 600-9988 for more specific guidance.

OTHER SUPPORTING DOCUMENTATION:

• CALGreen CHECKLIST

Required for all new residential and nonresidential buildings, residential additions and alterations, and some nonresidential alterations and addition projects. Required CALGreen checklists are available on the City's web site at [City of Larkspur CALGreen Worksheet](#). Additional CALGreen compliance documentation may be necessary to support the green measures to be implemented. Print the checklist on the plan sets, and submit 2 copies of the checklist.

• CALIFORNIA ENERGY CODE - ENERGY DOCUMENTATION (commonly called T-24 Energy Analysis)

Energy documentation complying with the requirements of the California Energy Code is required for new buildings, additions and remodeled areas where the building or site contains lighting, water heating or space conditioning systems. HVAC sizing calculations are required for new HVAC systems. Submit 2 copies of the Energy Analysis Report.

• STRUCTURAL CALCULATIONS

Structural calculations, stamped and signed, are required for all new structures or additions that require engineering. Submit 2 sets of 8.5" x 11", stamped and signed by the engineer.

• GEOTECHNICAL INVESTIGATION REPORT (SOILS REPORT)

Required for new construction and most additions, and at the discretion of the Building Official and/or City Engineer. Submit 2 copies when required.

• FLOOD ELEVATION CERTIFICATE

Required if an addition or new building is proposed for a parcel adjacent to a creek or within the 100-year flood boundary. Certificate forms are available on FEMA's web site at: [FEMA.gov - Elevation Certificate](#)

• CONSTRUCTION AND DEMOLITION (C&D) DEBRIS PROGRAM - C&D DIVERSION REPORT

Due prior to, or at, permit issuance. Waste hauling receipts to be kept until the final inspection.

Some projects may require some or all the listed additional documents below and/or additional documents not listed.

Larkspur Municipal Code Title 18 Zoning: [Larkspur Municipal Code Title 18 Zoning](#)

Accessibility Hardship Form/Worksheet	Equipment Submittal Documentation
Agent Authorization Form (Owner and/or Contractor)	FEMA Flood Elevation Certificate
Bay Area Air Quality Management District "j-number"	Grading and Hauling Permit Application
CALGreen Checklist (printed on plan sets)	Home Owner's Association Approval Letter or form.
Construction & Demolition (C&D) Report Form	Owner-Builder Property Owner Package
Construction Management Plan	Preliminary Title Report
Contractor Business License Application	Smoke Alarm/CO Alarm Declaration
Deferred Submittal Form	Storm Water Pollution Prevention Plan (MCSTOPPP)
Encroachment Permit Application	Structural Calculations
Energy Analysis Report	Tree Removal Permit Application
Erosion Sediment Control Plan	Water Plumbing Retrofit Self-Certification

APPROVALS REQUIRED FROM OTHER AGENCIES - Depending on the scope of the project the following agencies commonly require to review and approve plans prior to City of Larkspur Building Permit issuance:

MARIN MUNICIPAL WATER DISTRICT MARINWATER.ORG

All new construction including commercial, commercial change of use, residential, residential second units.

220 Nellen Avenue
Corte Madera, CA 94925
(415) 945-1455

ROSS VALLEY SANITARY DISTRICT RVSD.ORG

All new residential and commercial construction, commercial change of use, sewer lateral replacement on residential remodels and/or addition for projects equal to or greater than \$75,000.

2960 Kerner Boulevard
San Rafael, CA 94901
(415) 259-2949

CORTE MADERA SANITARY DISTRICT NO. 2

This sanitary district covers a small area of the City of Larkspur. Contact Sanitary District No. 2 for specific requirements.

300 Tamalpais Drive
Corte Madera, CA 94925
(415) 927-5057

COUNTY OF MARIN ENVIRONMENTAL HEALTH SERVICES (HEALTH DEPARTMENT) HEALTH DEPARTMENT

All food handling facilities, public swimming pools (including at multi-family complexes), and septic and well systems.

3501 Civic Center Drive, Suite 308
San Rafael, CA 94903
(415) 473-6269

BAY AREA AIR QUALITY MANAGEMENT DISTRICT - BAAQMD BAAQMD

Issues job-number "j-number" required for all demolition and asbestos abatement projects.

375 Beale Street, Suite 600
San Francisco, CA 94105
(415) 749-5000
1-800-HELP AIR

LARKSPUR-CORTE MADERA SCHOOL DISTRICT LCMSD

Collect school impact fees for all new commercial and residential construction and residential additions of 500 square feet or more.

230 Doherty Drive
Larkspur, CA 94939
(415) 927-6960

KENTFIELD SCHOOL DISTRICT KSD

Collect school impact fees for all new commercial and residential construction and residential additions of 500 square feet or more.

750 College Avenue
Kentfield, CA 94904
(415) 458-5130

SAN RAFAEL CITY SCHOOLS SRCS.ORG

Collect school impact fees for all new commercial and residential construction and residential additions of 500 square feet or more.

310 Nova Albion Way
San Rafael, CA 94903
(415) 492-3200