



CITY OF HEMET-DEPARTMENT OF LIFE SAFETY

How to Prepare a Residential Site/Plot Plan

The Building Division has handouts for various construction projects relating to patio covers, 2nd story decks, retaining walls, and other over the counter permits. These handouts may be used in lieu of construction plans when attached to a properly prepared plot plan. The following information will explain the requirements necessary to produce an acceptable site/plot plan:

WHEN DO I NEED TO SUBMIT A PLOT PLAN? A

site/plot plan is required for all construction projects related to Single Family Residences with the exception of minor interior alterations, all plans submitted to the Building Division for a building permit requires the submittal of a site/plot plan. Typical work requiring the submittal of a site plan includes:

- Room additions, garage, and carports additions
- Kitchen and/or bath remodels
- Decks, patio enclosures, exterior covers
- Garage conversions
- Swimming pools and spas
- Installing or changing out windows/doors
- Fences, retaining walls (when permit required)
- HVAC change-outs
- Re-Roofs
- Site work involving installation of underground electrical and gas lines

INFORMATION ON SITE/PLOT PLAN

A site/plot plan is an accurate, scaled drawing or map of a piece of property showing the size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The plot plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the plot plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

QUANTITY

Three (3) site/plot plans are typically required along with any accompanying drawings (floor plan, foundation, elevations, framing plan, etc).

CHECK LIST

The check list below is a guide to help homeowners/designers verify the required information is included on the site plan. Please be aware lacking these items may delay the Permit review process.

1. All property lines clearly identified and accurately scaled and dimensioned.
2. Owner's name and address
3. Assessor parcel number
4. Street name, driveway
5. North arrow
6. Easements, both public and private
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. All existing and proposed flat work (impervious systems) such as driveways, sidewalks, walkways, pool decks, etc.
10. Setback distances to property lines, easements and distances to other structures
11. For additions and remodels provide the additional:
 - Lot square footage
 - Existing and proposed floor area square footage
 - Total square footage of existing and proposed floor area
 - Remodel square footage
 - Lot coverage tabulation by structures (lot coverage by structures shall not exceed 40%)

A Form is included on the next page which can be used for your Site/Plot Plan to submit with your application for Permit.

Property Line _____ft

(Include set back measurements from property lines and distances between all buildings, structures and driveways)

Property Line _____ft



(Circle North Facing Arrow)

SITE/PLOT

PLAN

_____ (Street Name) _____

Property Owner's Name: _____

Address: _____

Phone Number: _____

A.P.N. (Assessor Parcel Number) _____

Scope of work: _____
