



## Building Plan Check Guidelines for Plans Examiners

City of Corona

951-736-2250

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- Initial plan check reviews should be completed in 10 days and all rechecks should be completed in 5 days
- All comment letters shall be in PDF format (no Word docs)
- Plan checker's contact info should be on letter (email, phone, and physical address where they're able to meet face to face or virtually with applicants if requested)
- Letter should indicate the documents that have been reviewed i.e.: (2) plan sets from XXXX dated xx/xx/xx with XX total number of sheets, (2) sets of structural calcs from XXXX dated xx/xx/xx, (2) copies of soils report from XXXX dated xx/xx/xx, etc.
- Design criteria for the project should be listed: area, height, number of stories, occupancy group, type of construction, sprinklered Y/N, flood hazard area Y/N, WUI area Y/N, Fuel Mod area Y/N, Fault Zone Y/N, fire alarm system Y/N, water flow monitoring alarm Y/N
- Building Division comments for each discipline shall be included on one letter and not broken into multiple letters
- Comments should be grouped by discipline and comment number should identify which group it corresponds with, for example:
  - A1., A2., A3., ... – Architectural
  - E1., E2., ... – Electrical
  - En1., En2., ... – Energy
  - S1., S2., ... – Structural etc...
- Each correction needs to be specific and clear and provide a code section as well as indicate the page number and detail if applicable. **Redlines should include the corresponding plan check comment number.** If plans are redlined the plan set should be marked as redlined and the comment letter should indicate so. Each recheck letter should reference each comment from the previous letters and be crossed out if resolved or expanded upon and dated/indicate subsequent plan check if not resolved. Below are examples:

~~A1. Attic access: Buildings with combustible ceiling or roof construction shall have an attic access opening to attic areas that exceeds 30 square feet and have a vertical height of 30 inches or greater. The vertical height shall be measured from the top of the ceiling framing members to the underside of the roof framing members. The rough opening shall not be less than 22 inches by 30 inches and shall be located in a hallway or other readily accessible locations. When the access is located in a ceiling, minimum unobstructed headroom in the attic space shall be 30 inches at some point above the access measured vertically from the bottom of the ceiling framing members. Provide note and show on floor plan and ceiling framing plan. (California Residential Code R807.1)~~

A2. On flashing details on sheet A4, a minimum 26 gauge corrosion - resistant or plastic weep screed with a minimum vertical flange of 3 ½" shall be provided at or below foundation plate line on exterior stud walls. Screed shall be a minimum of 4" above earth or 2" above paved areas. (California Residential Code R703.6.2.1)

01/31/2020 PC2: Not resolved.

It needs to be clear to the customer where exactly the issue is and what needs to be done to get the plans approved on the next submittal.

- PROTO walls require special inspection by only inspectors holding certification specifically in PROTO walls as well as the applicable special inspection category, and registered with the City of Corona. The inspector shall register prior to construction and their registration, certification, and report shall be on site for the City inspector prior calling for any inspections. Minimum required special inspections and required reports for PROTO walls are for:
  - ✓ Foundation prior to pouring
  - ✓ All drainage system elements and connections prior to covering
  - ✓ All masonry lifts prior to grouting or otherwise concealing
  - ✓ Continuous inspection during tensioning of rods and verification of correct torque
- Plan check letters should be reviewed for quality control prior to sending to the city to verify corrections indicated are pertinent and necessary, to ensure nothing critical was missed, comments are clear and gives direction to applicant on how to pass on the next review, code sections are provided, to check for proper spelling and formatting, etc. A successful project starts with a thorough and accurate plan check on the **first** review, additional comments should not be added on subsequent reviews unless new information is presented or something health or fire and life safety was missed.
- All plan check submittals and corresponding reviews shall be through the City. While preliminary and courtesy reviews by the consultant for customer service are appreciated and requested by the applicant from time to time, any such courtesy reviews not submitted directly through the city are at the consultant's own risk and shall not be charged to the city until plans are submitted to the city, plan check fees are paid, and plans are routed to consultant. Plan checkers should alert their supervisor and the city with a courtesy email to let us know when any of these courtesy reviews are being done
- Official plan check comment letters shall be sent to the city, and **not** directly to the customer by consultant
- Deferred Submittals are only allowed for specialized systems and are required to be submitted and approved prior to construction or installation of those items. Each deferred submittal should be prominently listed on the cover sheet under it's own header block
- CalGreen mandatory measures/application checklist should be included on the plans (Corona adopts mandatory measures only – no voluntary tiers)
- Required energy compliance forms are to be printed onto plans
- Class A roofing is required in Corona (see CMC 15.04.120)
- All new electrical services are to be underground in Corona per CMC chapter 15.60. Existing nonconforming overhead services may be required to be undergrounded when *"...any building or structure to which any utility facility provides any service is enlarged or an addition is made thereto and the cost of replacing the building or structure with its addition or enlargement exceeds by 50% or more the cost of replacing the building or structure prior to its enlargement or the addition thereto..."* per CMC 15.60.080(A). Plans need to be clear on how compliance is achieved with this section, especially for ADU's as the plans are typically unclear and create many problems in the field for the homeowner and the city.
- Permits required in Corona for freestanding walls and fences over 3 ft. high, and for retaining walls over 2 ft. high, or less than 2 ft. if supporting a surcharge (see CMC 15.02.070)
- Design criteria:
  - Climate Zone 10
  - 2" average rainfall per hour
  - Fire hazard severity zones (triggering CBC Ch. 7A requirements) can be verified on an interactive map available on the city website under Plan Check Submittal Requirements and at the following link:

<http://cityofcorona.maps.arcgis.com/apps/SimpleViewer/index.html?appid=fb6a6e1426164416859f015b16f0eaad>

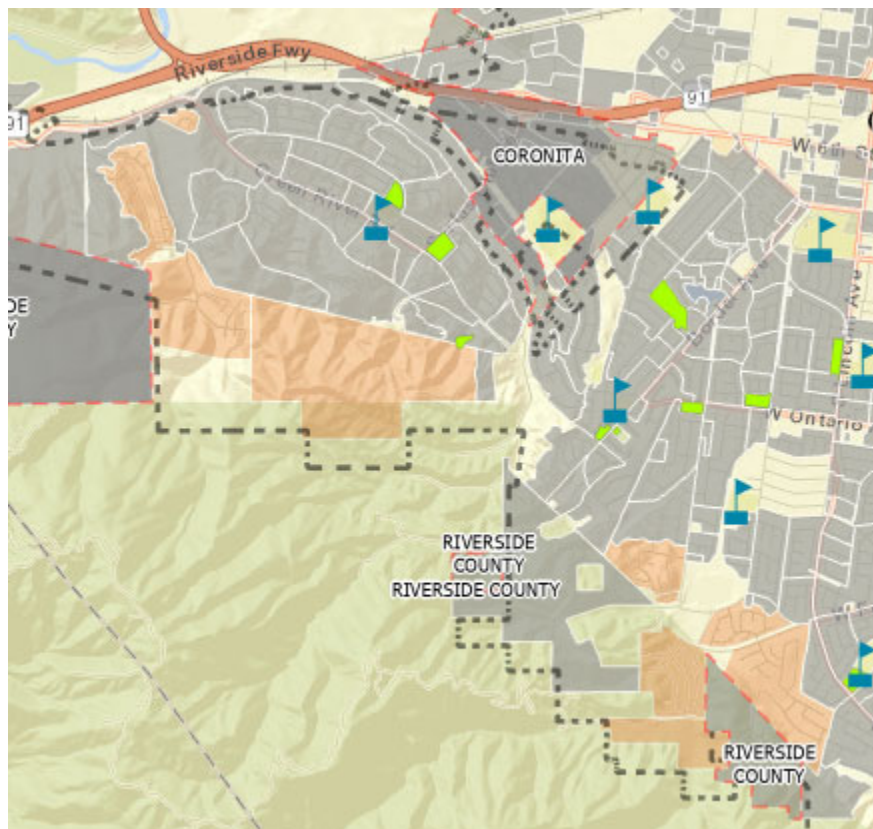
- “Fuel Modification” zones can be verified on the city’s GIS server at the following link: <https://corgis.coronaca.gov/apps/PropertyInformation/>

The “fuel mod” zones trigger additional requirements above and beyond the regular code (similar to the “Very High Fire Hazard Severity Zones (VHFHSZ)” and contains specific items such as: Block walls, Boxed Eaves, Non-combustible auxiliary structures, Specific planting requirements, Spark Arresters, Fire Sprinklers, and Exterior wall construction requirements

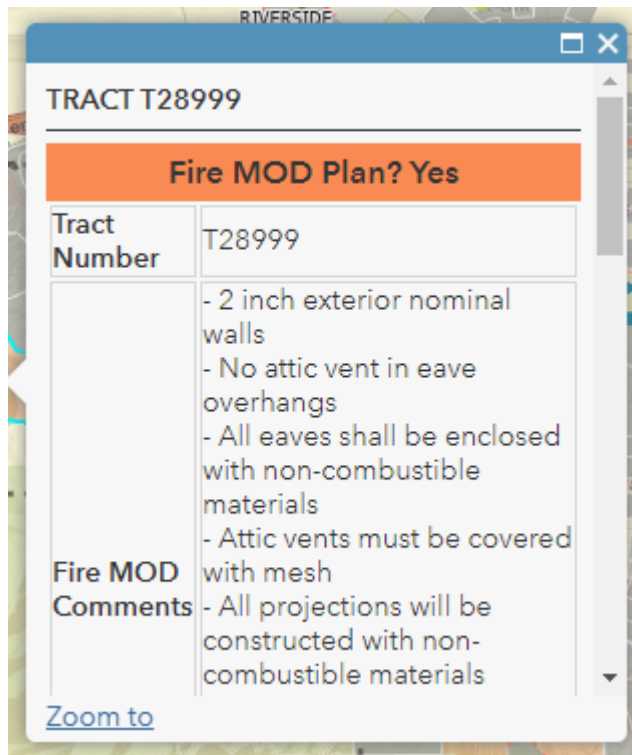
This layer can be viewed in GIS as shown below:

- ▲  Police Fire Districts and Zones
  - Fuel Mod Tracts
  - Police Districts
  - FD Zones
  - FD Districts

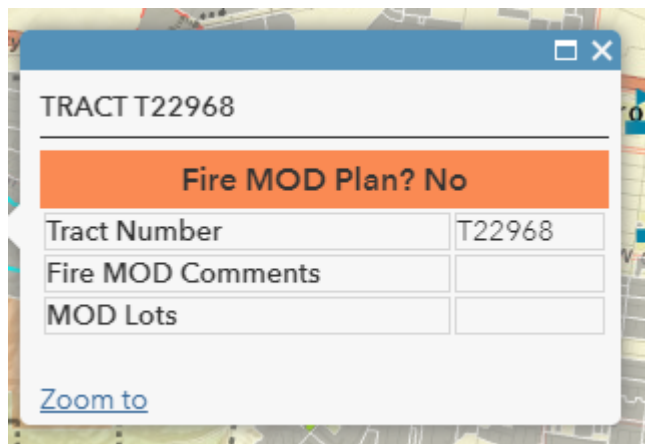
The layer uses a light orange color:



When you click in the layer, a pop-up is configured and you can see the following if **Yes**:

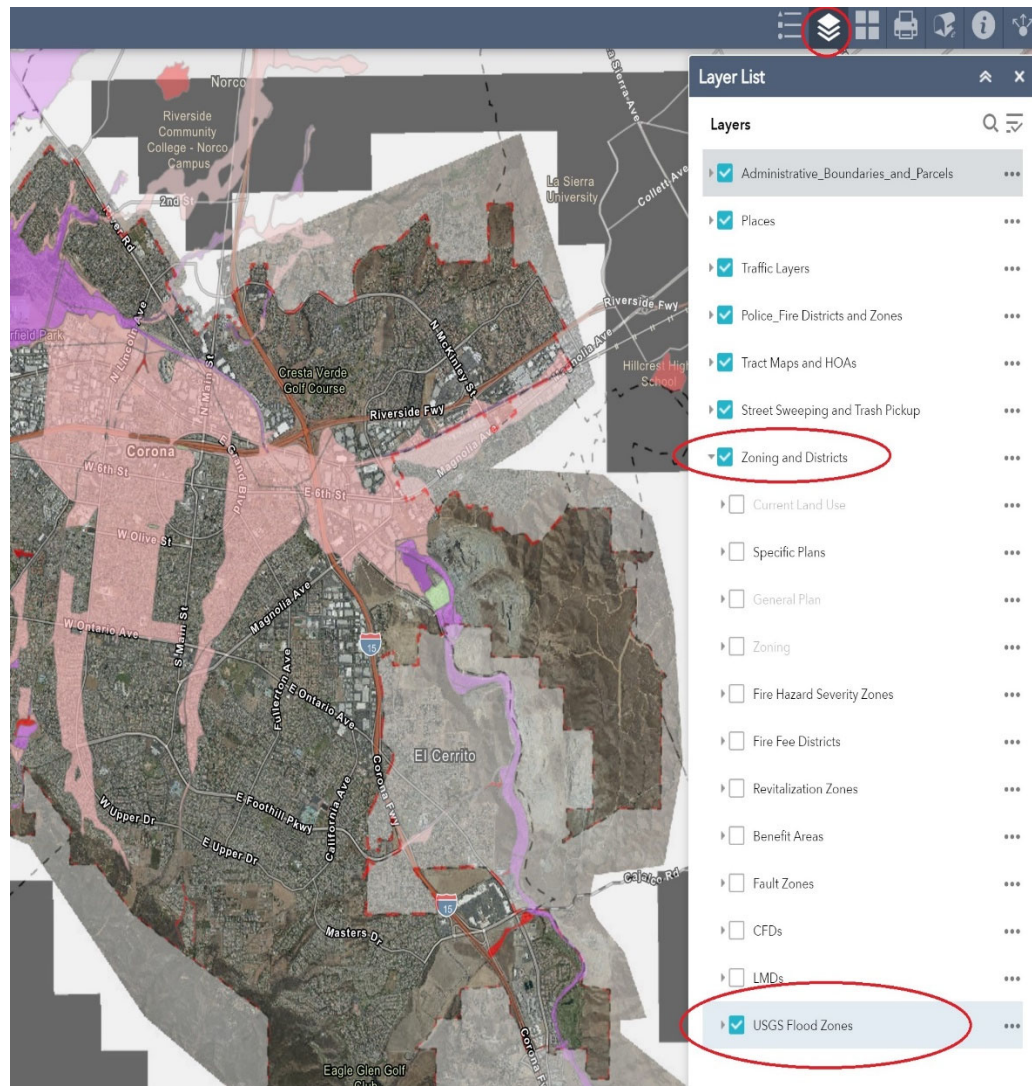


And No:



\*\*If the project is NOT in a fuel mod zone but is NEW and in the very high fire hazard severity zone, a fuel modification plan and fire access plan is required for all projects including single family residential, multi family, commercial, and industrial.

- Flood hazard areas can be verified by going to the city's GIS system at <https://corgis.coronaca.gov/apps/PropertyInformation/> and clicking the Layers tab, clicking the expand arrow next to Zoning and Districts, and check the box next to USGS Flood Zones as shown below:



Projects taking place in the red, purple, or green areas need to comply with the California Building/Mechanical/Electrical/Plumbing code requirements for flood zones. The work being performed needs to comply however upgrades to other areas or systems of the structure would be triggered if the improvements or repairs are considered “Substantial Improvements” or “Substantial Damage” as defined by FEMA. The plans examiner will want to have the designer document whether the project entails SI or SD and the plans examiner may contact the Building Division for assistance by reviewing permit history of the property and using ICC valuation tables to determine costs of improvements or repairs.

- Wind speed: May be verified by the project engineer at <https://hazards.atcouncil.org/> and calculated based on risk category, surface roughness, exposure, topographic and other effects for buildings and similar structures in accordance with CBC Section 1609 and ASCE-7
- Seismic design: In general, no less than Category D. Values may be verified by the project engineer at <https://seismicmaps.org> and must be calculated per the parameters of CBC section 1613 and ASCE-7
- Projects located in Fault Zones shall be designed per the AP Earthquake Fault Zoning Act, CBC and ASCE-7, and Corona Municipal Code 15.36.070(D). Fault zones can be verified at <https://www.conservation.ca.gov/cgs/alquist-priolo> or by checking the fault zones layer in GIS.

- The plans shall list any Fire Code permits that will be required, including operational and construction permits per California Fire Code section 105 and Corona Fire Department guidelines.
- A “letter of intent” may need to be requested by the plan checker if the plans are unclear or if more information is needed about business operations to determine the correct occupancy classification, allowable area, separations, fire protection systems, hazardous operations or classified locations and requirements. If any hazardous operations are being done such as dust producing operations, storage or processing of combustible/hazardous materials or gases, a “hazard analysis report” needs to be requested by the plans examiner and prepared by a qualified individual to describe in detail the materials and operations taking place and the applicable code requirements that apply to the project. This report needs to be coordinated with the registered design professional and the project designed to conform to the report. If unsure please contact the City’s Plan Check Manager for assistance prior to sending comments back.
- It’s important that the Fire Protection requirements in the code (mostly contained in CBC Ch. 9) such as alarm systems, smoke and carbon monoxide detection, sprinklers etc. are verified by the plan checker or questioned as a correction if no information is given.
- Fire Department General Notes need to be added to plans for new commercial/industrial buildings and tenant improvements:  
<https://www.coronaca.gov/home/showpublisheddocument/17420/637140995330300000>
- The plans provided need to show compliance, however, missing details may be requested at plan checker’s discretion if missing critical or obvious items, if unclear, if it seems compliance will not be achieved, or if clearly needed for construction and inspection.
- If a plan check review does not pass upon 3rd check, or if a customer is giving plan checkers a hard time, contact the city’s Plan Check Manager for assistance. The city does not want plan checkers to waive corrections only to cause problems down the road in the field.
- The city takes pride in providing outstanding customer service and as an extension of the city, consultant is expected to perform to our same standard. Outstanding customer service is provided by communicating and returning applicant’s messages and emails promptly and assisting them to resolve code issues on the plans, returning plan check comments or approval in a timely manner, updating permits immediately upon completion of review, and maintaining communication with the city in a timely manner.