



CITY OF BERKELEY PERMIT SERVICE CENTER

HOW TO PREPARE A RESIDENTIAL PLOT PLAN

This handout describes how to prepare a typical plot plan for construction related to Single Family Residences. With the exception of minor interior alterations, all plans submitted to Permit Service Center for a building permit requires a plot plan.

A plot plan is a drawing that shows the entire construction site and all structures on the site, existing and proposed. This plan must be legible and drawn to scale and the scope of work must be clearly defined.

After a permit is issued and the project is completed, the Building Division maintains microfilm or digital copies of plot plan. We request that the plans be drawn large enough and clear enough for microfilming. The minimum page size is 11" X 17".

For an example of a Plot Plan, see reverse. The illustration shows several different types additions and miscellaneous structures. Also, note is a list of all items required to be shown on the plot plan.

Requirements

1. Property lines (boundaries) with dimensions.
2. Exterior dimensions of all proposed building, additions and structures, with dimensions to property lines. Also, any architectural projections such as bay windows, fireplaces, etc.
3. All existing and proposed public improvements such as curb, sidewalk and driveways, etc.
4. Dimensions and location of any easements.
5. Name and address and phone number of the property owner.
6. Address of the construction site.
7. North arrow and scale.

