



# City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT  
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION (805) 449-2500  
PLANNING DIVISION (805) 449-2323  
HOUSING/REDEVELOPMENT DIV. (805) 449-2393

## MECHANICAL PLAN CHECK REQUIREMENTS

### PLAN CHECK REQUIRED for:

#### Residential -



- All new apartment, condominium or townhouse buildings and single-family dwellings with more than 3000 square feet of living area are required to submit plans for plan check.

#### Non-Residential -

- All mechanical installations with the exception of existing HVAC systems where less than five registers are relocated or for "like for like" equipment change-outs.

### MECHANICAL PLAN SUBMITTAL REQUIREMENTS:

- Plans to include the application number and complete job address.
- Two sets of plans required (one set must be black line). Plans to be on a minimum 18" x 24" size sheets and must be legible and to 1/8<sup>th</sup> minimum scale.
- Plans must be prepared by and bear the impressed seal and wet signature of a State of California Registered Mechanical Engineer, or bear the name, address and wet signature of the licensed Mechanical Contractor who is doing the work on the project. Include on the plans Name, Address and Phone Number of licensed Engineer or Contractor.
- Provide necessary California Energy Standards compliance worksheets, calculations and forms as applicable.
- Each set of plans shall contain:
  - An equipment schedule including BTU rating, efficiency ratings and air flow as applicable.
  - Type and location of each heating and cooling unit.
  - Location of ducts, diffusers, fire and smoke dampers and hood construction details.
  - Provide a roof plan showing the location of all types of heating and cooling units – both new and existing, use (N) for new and (E) for existing.
  - Show access to equipment and distance to intake/exhaust vents.
  - Provide a roof section to show the height of existing parapet wall or new screen wall. Show heights of all new roof mounted equipment as well as distance to screen or parapet wall. Planning Division approval required for roof-mounted equipment.

 <p><b>City of Thousand Oaks</b> COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION</p>  <p>Building Official</p>	<b>MECHANICAL PLAN CHECK REQUIREMENTS</b>	
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