



Welcome to the City of Hemet. This guide will help you with new single family residential submittal requirements for building permits. **Before you start** a project, it is very important that you contact the Fire Department, Engineering Department, and Planning Department to determine what steps, fees, or processes may be required **before** you submit to the Building and Safety team. Additionally, **you should contact outside/external agencies** for their specific requirements, timelines, and fees. A list of other departments and external agencies can be found at the end of this document.

New Residential Plan Requirements

This document lists the minimum submittal requirements for new residential projects.

All construction requirements are based on the California Code of Regulations (CCR) Title 24:

- 2022 California Building Code (CBC)
- 2022 California Mechanical Code (CMC)
- 2022 California Plumbing Code (CPC)
- 2022 California Electrical Code (CEC)
- 2022 California Fire Code (CFC)
- 2022 California Energy Code (CEC)
- 2022 California Residential Code (CRC)
- Hemet Adoption & Amendments

Geographical Information:

- Wind Speed- Risk Category I: 100 mph, Risk Category II: 110 mph, Risk Category III & IV: 115 mph, Exposure C.
- Wind Exposure- C
- Seismic Zone - E
- Rainfall - 3" Per Hour
- Climate Zone - 10

NOTICE: As of October 1st, 2024, Building and Safety permits will **require digital submissions** for the following permit types:

- New custom homes
- New tract homes

1. **Grading Plan:** For tracts & custom homes, **grading plans must be submitted to Public Works PRIOR** to submitting any plans. Building & Safety **needs a copy of the grading plan** that is submitted. This may be submitted digitally with your Building Permit.
2. **Digital Submissions Link:** <https://cohchcrweb.cityofhemet.org/eTRAKIT3>
3. **Drawing Sizes:** Plans shall be drawn to scale, include a graphic scale, be on substantial size format (minimum 24" x 36") and are required to be printed. All plans prepared by professionals shall bear the seal and signature of same in original ink. No reproductions will be accepted.
4. **Accessory Dwelling Units (ADUs) & Junior Accessory Dwelling Units (JADUs):** Existing or proposed ADUs/JADUs must be clearly labeled on the plan sets and must include separate square footage calculations.



Municipal Code as well as all Planning approvals (if applicable). Visit Hemetca.gov/96/Planning

5. **FINAL Conditions of Approval:** Projects that require any Planning Application will require the FINAL Conditions of Approval to be placed on the full-sized plan sheets in a legible manner. Conditions of Approval should NOT be a separate print-out or document.
6. **Plot Plan:** Plot plans with the following information:
 - Owner's name, phone number, e-mail, and address
 - Architect's name, phone number, e-mail, and address
 - Contractor's name, phone number, e-mail, and address
 - Engineer's name, phone number, e-mail, and address
 - Landscape Architect's name, phone number, email, and address (if applicable)
 - Site address
 - Assessor's Parcel Number (APN)
 - Map Number
 - Planning Application Number (if applicable)
 - Grading Plan Application Number (if applicable)
 - Legal description of property
 - Lot size
 - Show **all** existing and proposed structures
 - Setbacks from property lines
 - Distance between proposed and existing structures
 - A North arrow
 - The LPG tank(s)
 - Sewer line or sewage disposal system (septic)
 - Wells
 - Watercourses
 - Easements
 - Provide a site plan with driveway dimensions and slopes and accurate contours or spot elevations generally in accordance with Ordinance 93-04.
 - A version number (i.e. Plan Check 1 (PC1))
 - A version date
 - Drawn to scale (i.e. 1/4" = 1')
7. **Soils Report:** A preliminary geotechnical report or as graded technical report prepared by a California Registered Civil Engineer shall be submitted with plans for all buildings and structures. Two sets of soils reports are required for tract and custom homes. Exceptions include:
 - a. Accessory Dwelling Units (ADUs) less than 500 square feet in size
 - b. Accessory structures (e.g. shed, garage, carport, patio, pergola, pool, etc..)
 - c. Residential additions less than 500 square feet in size
8. **Foundation Plan:** Fully dimensioned plan view of the foundation showing the location of all footings and masonry walls. Provide cross-sectional details of the footings showing distance below natural grade, height above adjacent grade, anchor bolt size and spacing, and reinforcement as required by the soils report.



9. **Floor Plan:** Full dimensioned plan view showing room size and use, size and location of all headers, doors and windows, size, spacing, type and direction of ceiling joists, location of smoke detectors, plumbing fixtures, gas and electrical appliances and electrical outlets (lights, plugs and switches). Show high efficacy lighting or energy saving switches on the plans.
10. **Finish Schedule:** Show wall, ceiling, and floor finish. Identify the U-factor of the proposed glazing.
11. **Roof Plan:** Provide complete roof plan including HVAC and flashing requirements. Truss calculations are required for a proposed truss roof, or if conventionally framed indicate size, spacing, and direction of rafters. Identify roof finish, sheathing underlayment, and structural connection details, with ICC # or UL Listing for hardware / equipment. The truss professional civil or structural engineer.
12. **Elevations:** Provide four elevations using North, South, East, and West identifications. Show the location of doors, windows, chimneys, and attic vents. Exterior finish, veneer, planters, and roof covering shall also be indicated.
13. **Construction Details:** Provide cross-sectional elevations, showing the foundation, underpinning, floor joists, studs, ceiling joists, rafters, pitch of roof and location of intermediate roof supports. The cross-section shall specify ceiling, wall, and floor insulation R-values.
14. **Energy:** Submit two sets of calculations showing compliance with the California Energy Commission Regulations for new residential construction or use the Package method for Climate Zone 10. The location of the water heater(s), furnace and air conditioning units are to be shown including manufacturer, model, and efficiency. The Certificate of Compliance and Mandatory Measures shall be filled out, signed by the proper individuals, and printed on the plans. All other applicable worksheets and forms shall be included. Visit energycodeace.com if you need assistance with Energy Code forms.
15. **Electric:** Provide a single line diagram and load calculations for the electrical service for the existing and proposed units.
16. **Plumbing:** Provide a plumbing isometric or line drawing showing sewer, drain, waste, vents and cleanout sizes and material. Show the water piping system, pipe sizes and pipe material. State on the plans whether the properties is serviced by natural gas or propane and show the location of gas meters or regulators and all gas piping sizes and lengths on outlet side of meter and the demand at each outlet.
17. **Structural:** If the residence/addition does not meet the Conventional Light Frame Wood Construction Provisions from Section R602 of the 2022 California Residential Code, two sets of structural calculations shall be submitted, and the plans shall be sealed and wet signed by the professional responsible for the calculations.
18. **Other Departments:** Please consult with the following Departments prior to your submission to Building and Safety. Pre-submittal requirements may be required.

Department	Website	Phone	Requirements
Planning	Hemetca.gov/96/Planning	951-765-2375	<ul style="list-style-type: none"> • Planning Applications • Development Code Compliance
Public Works	Hemetca.gov/88/Engineering	951-765-2360	<ul style="list-style-type: none"> • Grading permits • Street Improvements • Soils reports



510 E FLORIDA AVE
 HEMET, CA 92545
 951-765-2450
 BLDGStaff@hemetca.gov

New Single Family Residential Minimum Submittal Requirements

Fire	Hemetca.gov/90/Fire	951-765-2450	<ul style="list-style-type: none"> • Water Quality Management Plans • Fire sprinklers • Other Fire requirements
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19. Outside Agencies: Please consult with the following outside agencies to understand submission requirements, fees, and timelines:

✓	Contact	Service	Phone	Website
	Architects/Engineers/Contractors	N/A	N/A	N/A
	Eastern Municipal Water District*	Sewer/Water	951-928-3777 x 2081	emwd.org
	Lake Hemet Municipal Water	Water	951-658-3241	hmwd.org
	City of Hemet Water	Water	951-765-2350	hemetca.gov/391/Utility-Billing
	Riverside County Environmental Health*	Septic	951-955-8980	rivcoeh.org
	SoCal Gas	Natural Gas	1-877-238-0092	socalgas.com
	Southern California Edison (SCE)	Electricity	1-800-950-2356	sce.com
	Hemet Unified School District	School Fees	951-765-5100 x 5480	hemetUSD.us

*These agencies may or may not apply to your project. This list is not meant to be an all-inclusive list, as requirements will vary project by project.

20. Fees: A list of City fees as well as links to potential outside agency fees is available at Hemetca.gov/604/Financial-Information.



EASTERN MUNICIPAL WATER DISTRICT (EMWD) – CONTACT INFO

2270 TRUMBLE ROAD

PERRIS, CA

951-928-3777

CLEARANCE FROM EMWD IS REQUIRED PRIOR TO OBTAINING YOUR CITY OF HEMET BUILDING PERMIT.

CERTIFICATE OF OCCUPANCY (NEW BUSINESS) OR RESIDENTIAL PROPERTY CLEARANCE LINK:

<https://www.emwd.org/work-us/development/new-development-process/forms-new-development-process/clearance-request>

TENANT IMPROVEMENTS, NEW COMMERCIAL AND INDUSTRIAL PROJECT LINK:

<https://www.emwd.org/work-us/development/new-development-process/forms-new-development-process>



TUMF FEES DUE PRIOR TO FINAL INSPECTION
(PROVIDE RECEIPT TO BUILDING & SAFETY)

Western Riverside Council of Governments (WRCOG)

Transportation Uniform Mitigation Fee (TUMF) Fees

Email Contact Info:

Karla Felix

Analyst I - TUMF

kfelix@wrcog.us

Phone: 951-405-6726

Please call (951)-405-6726 or (951)-405-6712 with TUMF calculation-related questions

Physical Address:

3390 University Ave. Suite 200

Riverside, CA 92501

Phone: (951) 405-6700

Apply Online at:

<https://westernriversidecogca.portal.opengov.com/categories/1084>



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Avenue, Hemet, CA 92545

(951) 765-5100 x 5480

Facilities@hemetusd.org

School Fees Notice

Hemet Unified School District's school fees are as follows:

- The approved Statutory School Fee (Level I) for residential construction is \$5.17 per square foot, effective June 15, 2024.
- The approved Statutory School Fee (Level I) for commercial/industrial (excluding self-storage) and senior-residential construction is \$0.84 per square foot. The fee for self-storage construction is \$0.34 per square foot, effective June 15, 2024.

To confirm the School fee due on your permit please email one of the following forms to facilities@hemetusd.org

- County of Riverside: "Notice of School Impact Mitigation Requirement"
- City of Hemet: "School Fee Sheet"

These forms are issued by the County or City during your permit process.

Hemet Unified School District will **ONLY ACCEPT A CERTIFIED BANK CHECK OR CASHIERS CHECK** as payment for school fees. Checks must be made out to Hemet Unified School District or Hemet U.S.D.