



## *Who May Prepare Plans*

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Section 302(b) of the Uniform Building Code indicates that the Building Official may require plans and specifications to be prepared and designed by an engineer or architect licensed by the State.

In accordance with the provisions of the California Business and Professions Code, Section 5538, the plans for all buildings and structures shall be prepared and each sheet shall be signed by a person licensed by the State of California as a civil engineer or architect. The first sheet of the engineering calculations for such buildings and structures shall also be signed by a person licensed by the State of California as a civil engineer or architect.

The following exceptions to the above requirements may be permitted on the condition that where the buildings and structures excepted hereafter are determined by the Building Official to be of an unusual nature or where the structural stability of such buildings or structures is not evident to the Building Official, engineering calculations and/or the signature of a licensed engineer or architect may nevertheless be required:

### EXCEPTIONS:

- A. A California registered Building Designer may prepare and sign each sheet of the plans for the following structures:
  - 1. A single-family dwelling not more than two stories and basement in height, provided the span between bearing walls does not exceed 25 feet.
  - 2. Multiple dwellings of wood frame construction not more than two stories and basement in height, provided the span between bearing walls does not exceed 25 feet.
  - 3. Garages or other structures appurtenant to buildings described in 1 and 2 above, provided the span between bearing walls does not exceed 25 feet.
  - 4. Farm or ranch buildings.
  - 5. Any one-story wood frame building where the span between bearing walls does not exceed 25 feet.
  - 6. Additions to buildings where the completed structure, including the original building, would be exempt by Items 1 through 5 above.
  - 7. Cantilever retaining walls less than 5 feet in height.
  - 8. Buildings or structures listed in B below.
  
- B. An unlicensed private citizen may prepare plans for the following structures:
  - 1. Single-family dwellings not more than two stories and basement in height, provided the span between bearing walls does not exceed 25 feet.

2. Private garages or other structures appurtenant to buildings described in 1 above, provided the span between bearing walls does not exceed 25 feet.
3. Wood frame agricultural buildings and structures, provided the span between bearing walls does not exceed 25 feet.
4. Interior nonstructural alterations to any building.
5. Symmetrical pole signs with a sign area of 50 square feet or less and a total height of 14 feet or less above grade.
6. Unsymmetrical pole signs with a sign area of 50 square feet or less and a total height of 8 feet or less above grade.
7. Billboards and roof signs with an area of 50 square feet or less and a total height of 8 feet or less above grade.
8. Projecting wall signs with a sign area of 30 square feet or less.

***Building Division Counter is open between the hours of 7:30 a.m. and 5:30 p.m. (closed for lunch 11:30 a.m. - 12:30 p.m.) Monday through Thursday. City Hall and the Building Division counter are closed on alternating Fridays ([see calendar](#)). Our Friday hours are 8:00 a.m. – 5:00 p.m. (closed for lunch 11:30 a.m. - 12:30 p.m.).***

**\*\*\*Please contact the Poway Building Division if you have any questions or concerns at (858) 668-4645 or [building@poway.org](mailto:building@poway.org)\*\*\***