



Community Development Department Building Division

RESIDENTIAL ADDITIONS/ALTERATIONS SUBMITTAL REQUIREMENTS

This is a comprehensive submittal list. All items may not pertain to your specific project.

1. Document Submittal List

A. Drawings: 5 Sets (24"x36" maximum)

- Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- Architectural plan: floor plan(s), roof plan, exterior elevations
- Structural: foundation plan, floor framing, roof framing, truss information, cross sections, and structural framing details referenced on framing plan
- Mechanical plan
- Electrical plan
- Plumbing plan

B. Calculations: 2 Sets

- Structural calculations, where necessary (wet signed and stamped)
- Energy calculations and forms (Title 24)
 - a. Both original 8 ½ x 11 and CF-IR and MF-1R on plans

C. Soils Report: 2 Sets

2. Addition Information to be Included on Documents

A. Plot Plan

- Lot dimensions: metes and bounds information
- Building footprint with all projections and dimensions to property lines and between buildings
- North arrow
- Visible utility to curb
- Easement(s)
- Show and specify the species, variety and size of trunk on all trees
 - a. Show extent of tree canopy

B. Grading and Drainage

- Top and toe of slopes on slight slopes and topography with contours on lots with more than 5' elevation difference
- Pad elevations: Ground slope drainage scheme and topography (hill sites)

C. Architectural and Structural Plans

- Foundation, structural floor and roof framing plans
- Architectural floor plan and roof plan

- Exterior Elevations: specify all exterior finish materials
- Structural material specifications Structural and architectural detail (See ?)
- Truss configuration and locations (See ?)
- Typical cross section in each direction

D. Mechanical, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location(s)
- A load calculation is required if an inordinate amount of equipment or appliances is proposed

E. Energy Requirements

- Form CF-1R with all signatures
- Heat loss calculation to size new equipment or confirm adequacy of existing equipment
- Print CF-1R and MF-1R on drawing set

F. Information

- Wet signature on all documents by design professional and document maker
- Name, title, California registration, address, and phone number of design professional
- Address of property and name, address and phone number of property owner
- Cover Sheet Information
 - b. Applicable codes
 - c. Description of type of work
 - d. Occupancy and type of construction
 - e. Gross area, by floor(s) and building height
 - f. Index of drawings
- All drawings must be to scale

G. Details

- Window: head, jamb and sill
- Exterior doors: head, jamb and sill
- Flashing: vertical and horizontal junctures of materials
- Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces
- Footing, piers, and grade beams
- Post and girder intersections
- Roof: eaves, overhangs, rakes, and gables
- Cabinet elevations
- Floor changes (i.e. wood to concrete) Handrail(s) and guards with support
- Structural wall sections with details at foundation, floor and roof levels

H. Prefabricated Trusses

- Roof framing plan with truss I.D. number and manufactures name
- Detail of all truss splices, connection and plate sizes
- Show all trusses including gable bracing and bridge/bracing
- Wet stamped and signed by truss company engineer

- Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan