



## 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:

- 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:

- Structural calculations, where necessary (signed and stamped)
- Energy calculations and forms (Title 24)
  - a. CF-IR and MF-1R on plans

##### C. Soils Report

#### 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

DI. Energy Requirements

- Form CF-1R and/or T-24 with all signatures
- Heat loss calculation to size new equipment or confirm adequacy of existing equipment  
Print CF-1R and MF-1R on plan set

DII. Information

- Signature and stamp (if applicable) on all documents of design professional and document maker

DIII. 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

DIV. 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

DV. 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
- 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