



RESIDENTIAL ADDITION, OR ALTERATION SUBMITTAL REQUIREMENTS

This information below contains the suggested minimum requirements for plan submittal to the Building & Safety Division for residential addition, and/or alterations. This list is only the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information.

Show the following on the plans:

- Site plan showing property lines and at all sides and lot dimensions.
- North arrow, streets or alleys, outline all of existing structures.
- Outline of existing and proposed structures on the property including patios, decks, garages pool, etc....
- Brief description of the proposed project, lot size, existing building square footage, proposed and demolished square footage, total area in square feet, number of stories and current applicable code edition.
- The site address, the owner's name, name of the designer or person preparing the plans or other professionals associated with the project.
- Highlight or hash proposed addition or remodeled area.
- Show existing and proposed floor plan, and clearly identify the use of each room such as kitchen, bedroom, family room, etc....., with dimensions. Show the size and operable type of all windows and doors (existing and proposed).
- Show site drainage.
- Show landings at doors, location of smoke detectors, carbon monoxide alarms, stairs with rise and run, handrails, guardrails, etc....
- Show foundation plan, floor framing plan and roof framing plan.
- Show location of electrical meter, sub panels, lights, outlets, switches, etc....
- Show all plumbing relevant fixtures and required clearances.
- Show elevations and cross-sections showing building height, type of exterior wall finish materials, chimneys, eaves and any other architectural features.
- Show how the space is heated.
- Include Title-24 reports, plans and calculations must be stamped and signed by the licensed professional when applicable.
- Engineering is required for any structure not conforming to the conventional light wood framing and bracing requirements per prescriptive provisions of the California Residential Code. All two or more story buildings require the stamp of a licensed professional (architect or engineer).

Note:

This is not a complete list of all document submittal requirements; additional information may be required after the plan review.

Review and approval from other departments and agencies Fire, Planning and Public Works may be required.