



BUILDING PLAN REQUIREMENTS FOR RESIDENTIAL ADDITIONS/ALTERATIONS

SUBMITTAL REQUIREMENTS

MINIMUM SUBMITTAL REQUIREMENTS

- PLANNING- 1 full set
- BUILDING- 1 full set (2 sets required at resubmittal)
- 2 sets of Structural Calculations (if applicable)
- 2 sets of Title 24 (if applicable)

(Full set consists of Architectural, Structural, and M,E,P's)

IF PROJECT IS OVER \$10,000

- ENGINEERING- 1 set and 2 Site Plans
- TRANSPORTATION- 1 Site Plan

IF ADDING NEW PLUMBING FIXTURES

- SANITATION- 1 Set of Architectural/Plumbing
- WATER DISTRICT- 1 Set of Architectural/Plumbing

COMPLETE PLAN SUBMITTAL

A. Drawings and reference documents required on minimum size 24" x 36" -(architectural scale D) for added/altered area(s) and area(s) impacting them

1. Plot plan
2. Architectural plan -
 - Complete floor plan
 - Roof plan
 - Exterior elevations
1. Structural -
 - Foundation plan (check if project is in the expansive soil area)

- Floor framing plan Ceiling framing plan Roof framing plan
- Truss information and calculations (If roof is a truss) Cross sections (minimum of two)
- Structural framing details
 2. HVAC plan (for new system)
 3. Electrical plan

2 sets calculations (if applicable)

2 Title 24-energy calculations (if applicable)

(Architectural, HVAC, and Electrical plans can be combined for simple additions/alterations if clarity is maintained)

INFORMATION TO BE INCLUDED ON PLANS

A. Plot plan

1. Lot dimension
2. Building footprint with all projections and dimensions to property lines
3. North arrow and scale of drawings
4. Easement(s)
5. Setbacks
6. Names of all adjacent streets
7. Tops and toes of slopes
8. Pad elevations and ground slope drainage scheme and topo (check if project in flood zone area)

B. Architectural and structural plans

1. Foundation and structural floor framing plans
2. Architectural floorplan(s)
3. Exterior elevations
4. Structural material specifications
5. Structural and architectural details (see F)
6. Truss configurations and locations (see G), if applicable
7. Typical cross section in each direction

C. HVAC, plumbing and electrical plans

1. Location of plumbing fixtures, including gas line load sizing and layout and water heater location
2. Location of HVAC equipment, including duct location, size and layout
3. Outlets, fixtures, switches, smoke detectors, service panels with size and ground, subpanels, and load calculations, circuit identification of outlets, fixtures, switches, smoke detectors and panel schedule.

D. Energy requirements

1. Form CF-1R with all required signatures and compliance method
2. Backup forms including heat loss calculations
3. Print CF- 1R on drawings
4. List relevant mandatory features, or complete and print MF- 1 R on plans

E. Information

1. Wet ink signature on all documents by document preparer
2. Name, title, registration, wet ink stamp, address and phone number of all design professionals, if any
3. Address of property and name, address and phone number of the property owner
4. Cover sheet information:
 - Applicable codes and editions
 - Description and type of work
 - Occupancy and type of construction
 - Gross area, by floor(s) and building height
 - Index of drawings
 - Scale for all drawings

F. Details

1. Windows: head, jam and sill
2. Exterior doors: head, jam and sill
3. Flashing: vertical junctures of materials

4. Fireplace: masonry details
5. Footing, piers and grade beams (comply with expansive soil and flood zone requirements, if project falls into those)
6. Post and girder intersections
7. Roof: eaves, overhangs, rakes and gables
8. Floor changes (i.e., wood to concrete)
9. Handrail(s) and guardrail(s) with support
10. Structural wall sections with details at foundation, floor and roof levels

G. Prefab -provide items 1 or 2, if applicable

1. Submit the following:
 - a. Roof framing plan with truss ID No. and manufacturer's name
 - Detail of all truss splices, connections and plate sizes
 - Show all trusses including gable bracing and bridging
 - Review by individual responsible for design
 - b. Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference to framing plan

For questions regarding plan check submittal call the Building Division at (714) 754-5273.

(+) These requirements are general and all items might not be needed in all cases.