



SINGLE FAMILY DWELLING ADDITION/ALTERATION Information Sheet

Purpose: Document Submittal List for Single Family Additions/Alterations

General Information: Building Permits are required for any modifications, repairs, and additions to an existing dwelling unit. Review turn around time is fifteen (15) business days for the first review cycle and ten (10) working days for all subsequent review cycles.

1. Document Submittal List

- A. Drawings (4) sets of:
 - Plot Plan/Site Plan
 - Architectural Plan-
 - Floor Plan
 - Roof Plan
 - Exterior Elevations
 - Structural-
 - Foundation Plan
 - Floor Framing Plan
 - Roof Ceiling Plan
 - Truss Information
 - Cross Sections
 - Structural Framing Details & Notes
 - HVAC Plan
 - Electrical Plan
 - Plumbing Plan
 - 18" x 24" Suggested Minimum Size
- B. Calculations (2) sets of:
 - Structural Calculations (if applicable)
 - Energy Calculations & Forms (Title 24 Part 6)
- C. Other Documents
 - Building Permit Application
 - Owner/Builder Form (if applicable)
 - Statement of Storm water Pollution Prevention

2. Information to be Included on Documents

A. Plot Plan

- Lot dimensions
- Building footprint with all projections and dimensions to property lines
- North Arrow
- Easement(s)
- Existing and proposed grading plan, topographic plan drawn to 1'-0" contours
- Location of existing and proposed retaining walls

B. Architectural and Structural Plans

- Structural roof, floor framing and foundation plans
- Architectural floor plan(s) including adjoining rooms with complete dimensions
- Exterior elevations
- Structural material specifications
- Structural and architectural details
- Truss configuration and locations
- Typical cross section in each direction
- Soil reports (if applicable)
- Special Inspection Testing Agreement

C. HVAC, Plumbing, and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Under floor duct location and layout
- Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main panels and sub-panels with size and location
- Provide single line diagram for service panels equal to or larger than 400 amps

D. Title 24 Energy Requirements

- Form CF-1R with all required signatures
- Backup forms including heat loss calculations for new equipment
- Print CF-1R on drawings
- List relevant mandatory features and print Complete MF-1R on drawings

E. Information

- Design professional to sign all documents
- Name, title, address, and contact phone number of design professional
- Address of property and name, address, contact phone number of property owner
- Scale for all drawings
- Cover Sheet Information:
 1. Applicable codes and editions
 2. Description and scope of work
 3. Occupancy and type of construction
 4. Fire sprinklers
 5. Gross area by floor(s) and building height
 6. Index of drawings
 7. Special Hazard Zones: Wildland-Urban Interface Area (WUIA), Flood Zone, Liquefaction

F. Details

- Fireplace – masonry or prefabricated fireplace
- Footing, piers, and grade beams
- Post and girder connections
- Roof: eaves, overhangs, rakes, and gables framing
- Floor changes/framing (i.e. wood to concrete)
- Handrail(s) and guard(s) with support
- Structural wall sections with details at foundation, floor and roof levels
- Stairway rise and run, framing, attachment, and dimensions of members
- WUIA construction details (if applicable)

G. Prefabricated Trusses (may be deferred)

- Submit the following:
 1. Roof framing plan with truss identification number and manufacturer's Name
 2. Detail of all truss splices, connections, and plate sizes
 3. Show all trusses including gable bracing and bridge
 4. Calculations need to be stamped/reviewed by individual responsible for design of structure
- Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan

H. Separate Plans & Permits Required for the Following Types of Work

- Automatic fire sprinklers and fire alarm systems
- Accessory structures proposed on the plot plan
- Pools and spas
- Structure demolition
- Encroachment of public right of way

Note: This is not a complete list of all required submittals; additional information may be required after initial plan review.