

SUBMITTAL CHECKLIST FOR NEW RESIDENCE, ROOM ADDITIONS, AND ALTERATIONS



When submitting plans for building plan review, please include the following: **three (3) sets** of scaled, detailed construction plans: to minimum size 18" x 24" paper, preferably bond paper. Depending on the size of your project, include site plan on a test from your water company on the hydrant closest to your property if your project is over 500 s.f. Defaced, **incomplete** (required information missing), indefinite or faded, illegible plans **will not be accepted**. **Plans must be signed** by the person who prepared them. Drawings with the following information are **required**:

Site Plan/Plot Plan: Show location of **all** existing structures, lot size, assessor's parcel number, set backs of existing buildings to property lines as well as the new proposed structure. Site plan must include owners name, address, phone number and assessors parcel number, which can be found on property owner's tax bill. Please place north arrow on plans, show all slopes, sewer lines or septic system & include 100% expansion area, utility lines, drainage devices and easements, if any exist. **Remember to call Dig Alert 72 hours prior to any excavating taking place.**

Foundation Plan & Details: Provide a plan view of the foundation slab and cross sectional footing detail; show all hold-downs (hardware) and indicate anchor bolt size and spacing, braced wall locations, attachment of new construction to existing structure (dowelling).

Floor Plan: Provide a **double lined** plan view of proposed job. (Existing elements can be of 'one line' drawing). Indicate new areas, door sizes, window sizes, electrical outlets, light switches, FAU registers, plumbing fixtures, etc. Existing floor plan with square footage and attic access must be included. Indicate size and location of all doors, windows and headers. Show size, spacing and direction of ceiling joist. Identify all plumbing fixtures, electrical devices, outlets lights and switches. Provide a plumbing schematic. Show the existing use, square footage and size of windows in the adjacent rooms. Indicate the proposed square footage of the addition and its **proposed use**.

Roof Plan: Indicate roof slopes, ridges, valley, flashing, overhangs, drainage, member and sheathing sizes and underlayment, spacing and nailing, venting, etc. If using trusses, truss calculations are **required** at plan submittal. If conventionally framed, indicate size, spacing and direction of rafters. Identify roof finish material.

Exterior Elevations: Provide exterior elevations. Show doors, windows, finished floor line, exterior finish and indicate roof pitch. Indicate finish materials (stucco, siding, fire treated shakes, etc), with building heights, lateral bracing system (i.e. shear panels, windows and door opening, plate straps, etc.).

Section Cuts through addition and existing structure: Indicate a section cut through the addition to show the framing and relationship; show attachment to the existing structure. Show lateral bracing system (i.e. shear panels, windows and door openings, plate straps, etc.).

Structural Plans: Indicate framing member sizes, beam and header sizes, hardware connections and construction details. (**Note:** This information may be provided on the “architectural” plans, i.e. floor plans, roof plan, elevations, etc. Separate “structural” plans may not be necessary.

Finish Material: Indicate ceiling, wall and floor finish materials on the floor plan. Also, identify proposed glazing for windows (must be dual-glazed).

Engineers Structural Calculations: Two (2) sets of structural calculations **may be required** to justify proposed framing members, beam sizes, footings and reinforcement sizes, lateral resisting systems and connections. **Calculations are required for two (2) story room additions.**

Energy Compliance Forms: Two (2) sets will be required to indicate compliance the California Energy Commission regulations. Indicate how the addition(s) will be heated. All equipment and materials newly installed in conjunction with the addition shall comply with mandatory features required by Title 24 energy conservation standards. If proposed addition differs from the above, or has a total of glazing area greater the 20% of the floor area of the addition, plus the glazing, (if any was removed from the existing building because of the addition) you must submit two (2) complete sets of energy calculations.

Construction and Demolition Diversion Plan Report: This applies to construction or renovation projects with a valuation of \$25,000.00 or higher and demolition projects equal to or greater than 500 square feet. The goal is to divert by recycling or reuse 50% or more of the materials (by weight) from the project. Failure to participate in this program **may result** in the City denying the occupancy permit.

Grading and Erosion Control Plan: Submit two sets of plans showing all slopes (tops and toe); show their distance to proposed structures, Show all necessary drainage devices, swales, v-ditches, catch basins, energy dissipaters and other necessary devices. Show topo lines, pad elevations, finish floor elevations and flow lines. Submit soils report if required.

Note: All construction activity disturbing one (1) acre or more of land is required to file a Notice of Intent (N.O.I.) with the Santa Ana Regional Water Quality Board. A storm water pollution prevention plan (SWPPP) shall accompany the N.O.I. Please submit storm water plan to Building and Safety also. Prior to issuance of any grading permit, a WDID # shall be provided by SARWQB and submitted to Building and Safety.