



**BUILDING & SAFETY DIVISION | PLANS AND PERMITS DIVISION**  
DEVELOPMENT SERVICES CENTER  
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CHECKLIST FOR PLAN REVIEW:  
**SINGLE FAMILY RESIDENTIAL ADDITION AND OR ALTERATION**

**GENERAL INFORMATION:** Building Permits are required for any modifications, repairs, and additions to an existing dwelling unit.

**DOCUMENT SUBMITTAL LIST:**

**NUMBER OF PLAN SETS:** Plan size shall be 18" x 24" minimum, and 24" x 36" maximum. (Note: Text characters shall be at least 1/8" in height and a Scale for all Drawings).

- Five (5) sets of Complete Plans (Single Story – Alterations and Additions 750sqft and Under)
- Nine (9) sets of Complete Plans (all other additions)
- Or** Two (2) sets of Complete Plans and a PDF Copy on a Disk

**Two (2) sets of the Following Reports:**

- Structural Calculations
- Title 24 - Energy Calculations & Forms (Title 24 Part 6)
- Soils Report & Geotechnical Study, if applicable
- Cal Green Residential Mandatory Checklist

**Forms Required for Submittal:**

- Building Permit Application Form
- Owner/Builder Form (if applicable)
- Construction Waste Handling Plan and Waste Hauler Acknowledgement Form
- Statement of Stormwater Pollution Prevention
- Approval Letter from the HOA in your Community, *if applicable*
- Planning Application Form (if applicable)
- Request for Concurrent Planning Review (if applicable)

**INFORMATION TO BE INCLUDED ON PLANS :**

- General Information Required -**
  - Name, title, address, and contact phone number of design professional, signature on all plans
  - Address of property and name, address, contact phone number of property owner
  - Scale for all drawings
  
- Cover Page -**
  - Applicable codes and editions, Index of drawings, Occupancy and type of construction
  - Description and scope of work
  
  - Fire sprinkler information, Special Inspection Requirements
  - Gross area by floor(s), existing square footage, proposed square footage, and total square footage
  - building height
  - Special Hazard Zones: Wild land-Urban Interface Area (WUIA), Flood Zone, Liquefaction
  
- Plot Plan and Site 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

**Architectural and Structural Plans -**

- Structural roof, floor framing and foundation plans
- Architectural floor plan(s) including adjoining rooms with complete dimensions
- Exterior elevations
- Truss configuration and locations
- Typical cross section in each direction

**Structural and Architectural Details -**

- Fireplace – masonry or prefabricated fireplace
- Footing, piers, 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, Structural material specifications
- Stairway rise and run framing, attachment, and dimensions of members
- WUIA construction details (if applicable)

**HVAC, Plumbing & Electrical Plan -**

- 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

**Title 24 – Energy Report -**

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

**Prefabricated Trusses (may be deferred) -** Submit the following:

- Roof framing plan with truss identification number and manufacturer's Name
- Detail of all truss splices, connections, and plate sizes
- Show all trusses including gable bracing and bridge
- 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

**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.**