



CHECKLIST FOR PLAN REVIEW:

SINGLE FAMILY RESIDENTIAL ADDITIONS AND/OR ALTERATIONS

GENERAL INFORMATION:

Building Permits are required for any modifications, repairs or 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 up to 749 sq. ft.)
- Nine (9) sets of Complete Plans (all other additions)
- Or** three (3) sets of Complete Plans and one (1) PDF Version

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 and Trade-Fixture Worksheet
- Owner/Builder Form (if applicable)
- Environmental Services Acknowledgement Form
- 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 (ALL PLAN SHEETS):

- General Information Required**
 - Name, title, address, contact phone number, seal and signature of design professional (if applicable)
 - 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
 - Deferred submittal list and list of required special inspections
 - 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
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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
- Gas Lines - Provide gas line sizing calculations on plans, or isometric drawings that include existing and new gas line sizing. Include BTU's, length of pipe, and pipe size for each branch and section. (CPC 1215.4)
- Water Lines - Provide water line sizing calculation on plans, or isometric drawing that include existing and new water lines sizing. Included water fixture units, distances, and pipe size for each branch and section from the water meter. (CPC 610.0)
- Drain lines - Provide drain line pipe sizing on plans, or isometric drawing. The sanitary drain line is required to be 4 inches in size at the point of connection from the fourth water closet at the main drain line, to the outside of the building. (CPC 703)
- 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

Miscellaneous - Submit the following:

- Clean Bay plan sheet <https://fremont.gov/DocumentCenter/View/6592/Clean-Bay-Plan-Sheet-2015?bidId>

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.