

**Minimum Document Submittal List
Addition(s) to Single Family Dwellings**

I. Document Submittal List

A. Drawings

Provide 4 sets* assembled as follows:

18" X 24" Suggested Minimum Size – Suggested Size 24X36

1. General Information

2. Plot Plan

3. Grading Plan

4. Architectural Plans –

Floor Plan

Roof Plan

Exterior Elevations

Construction Details

Detail Locations On Plan

5. Mech, Plbg, Elect

Structural Plans

6. Structural Plans – (2 sets)

Foundation Plan

Floor Framing Plan

Roof Framing Plan

Structural Framing Details

Cross Section

Truss Information

Structural Calc's

7. 2 Sets - Structural Calculations (For Vertical and Lateral Load)

Prefab. Trusses

8. 2 Sets - Truss Plans and supporting details

B Title 24 Energy

1. 2 Sets - Energy Calculations and Forms (Title 24)

C. Other Documents

1. Soils Report & Geologic Hazard Study if in Geologic Hazard Zone

* The number of plan sets indicated is intended for the most common addition to a single family home.

II. Expanded Information on Above Documents

A-1. Information

1. Sign & Stamp on All Documents by Preparer, Architect or Engineer
(Cover Sheet of each Document to be Wet Signed)

2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer

3. Project Name and Address, as well as Project Owner's Name, Address, Phone No.

4. Cover Sheet Information

a. Applicable Codes and Editions (CBC, CMC, CPC, CEC, Ca Energy)

b. Description of Scope of All Work; Be as detailed as possible. Itemize as much or your project description as possible.

c. Occupancy Group(s) and Type of Construction

d. Gross Area per Floor and Building Height

e. Index of Drawing Information

4. Scale for All Drawings and Details

5. Planning Conditions (if applicable)

- A-2. Plot Plan**
1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
 2. Building Footprint with all Projections and Dimensions to Property Lines
 3. Vicinity Map and North Arrow
 4. Easements and Visible Utilities on Site Locate Existing Fire Hydrant within 500 feet of the Project
- A-3. Grading Plan**
1. Existing and Proposed Grading Plans
 2. Pad Elevations & Ground Slope Drainage Scheme and Topographic Drawn to 1'-0 Contours
 3. Retaining Walls and Drainage Systems
- A-4. Architectural Plans**
1. Site Plans
 2. Foundation and Structural Floor Framing Plans
 2. Architectural Floor Plans
 3. Exterior Elevations
 - Construction Details –**
 4. Window Schedule: (Detail egress, Safety Glazing & Skylight ICC Numbers)
 5. Door Schedule: List sizes and Types
 6. Flashing: Vertical & Vertical to Horizontal Junctures of Materials
 7. Fireplace - Masonry or Prefabricated Fireplace listing ICC NO.
- A-5 Subtrade Information**
- | | |
|------------------------|---|
| Mechanical Information | 1. Location of HVAC Equipment and size (BTU/HR Output) |
| Plumbing Information | 2. Locations of plumbing fixtures with all required dimensions listed |
| Electrical Information | 3. Locations of outlets, fixtures, switches, smoke detectors, subpanels and main panel with Size and Location of components |
- A-6 Structural Plans**
1. Footing, Piers and Grade Beams
 2. Post and Girder Connections
 3. Roof: Eaves, Overhangs, Rakes and Gables
 4. Floor Changes (i.e., Wood to Concrete Flashing Detailed)
 5. Handrails, Guardrails and Support Details
 6. Structural Wall Sections with Details at Foundation, Floor and Roof Levels
 7. Stairway Rise and Run, Framing, Attachment and Dimensions of Members
 8. Shear Transfer Details and Holdown Bolt Details
 9. Cross Section(s)
 10. 2 Sets of signed structural calculations to support the engineered drawings
- A-7 Prefab. Trusses** **May not be deferred if part of design:**
1. Roof Framing Plan with Truss I.D. No. and Manufacturer's Name
 2. Detail of all Truss Splices, Connections, Plate Sizes and Hangers
 3. Show all Trusses including Gable Bracing and Bridging
 4. Truss Plans Reviewed and Stamped Approved by Responsible Design Professional
- B-1. Title 24 Energy**
1. CF-1R and MF-1R forms completed, signed and printed on plans
 2. CF-GR and Insulation Certificate attached to plans
 3. Performance Analysis and Back-up forms included
 4. Grading plans and permits may be required
- C. Other Documents**
1. Soils Report & Geologic Hazard Study if in Geologic Hazard Zone

Notes)

1. 1 Additional architectural plan set may be required. For example if it is determined during review that Fire review is required an additional set of architectural plans will be requested. We do our best to assess this decision based on the project size and scope at the time we process the plans package initially although in some cases this takes a more precise assessment and verification. When necessary this is done by our review team staff.