



COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF BUILDING & SAFETY
**RESIDENTIAL ADDITIONS/REMODELS
PLAN SUBMITTAL REQUIREMENTS**

The following items are required to be completed prior to project acceptance for processing:

1. Plan check fees are required to be paid in full upon submittal (see Fee Schedule).
2. Each of the following: **(Use blue or black ink only)**
 - [Building Permit Application](#)
 - [Residential Take Off Sheet](#)
 - [School Facilities Fees Information Sheet](#). Subcontractors List will be required at permit issuance. Use black or blue ink **ONLY**.
3. Three (3) sets of architectural and structural plans are required including: Foundation plan and details, floor plan, roof plan, existing and proposed exterior elevations, sections cut through addition and existing structure. Site Plan with dimensions and setbacks are to be included with each set of blueprints and must include the following:
 - a. Identify on the plans all exterior fences/walls.
 - b. Identify and label all easements (i.e. easement to neighbor or water district easement)
 - c. Identify on the plans the width of any easement.
 - d. Identify on the plans all rain gutters on any eaves.
 - e. Dimension on the plans the measurement (width) of the eaves, measured from the face of the wall to the end of the face of the eave, including any rain gutters.
 - f. Incorporate into the plans or attach [Standard Stormwater Pollution Preventions Notes for Construction Projects](#)
 - g. For additions greater than 1,000 square feet, incorporate into the plans [Standard Notes for Indoor Air Quality](#) and show compliance in the plans.
 - h. Include the following note on the plans and complete it confirming that no easements(s) exist on the property:

I, _____ (property owner or owner's authorized agent) confirm
(Please print) that the subject property contains no easement(s),
which restrict the use of my property.

Signature (owner or authorized agent)

Date

Note: Projects including additions which encroach into a yard may require a survey prior to plan approval. For more information see [Information Bulletin No. 302](#).

4. One copies of the Engineer's Structural Calculations (if applicable).

5. One set of Title 24 Energy Calculations. Plans shall include:
- All corresponding compliance forms
 - A complete list of required Installation of Certificates, Certificates of Acceptance under the heading "Construction Certificates Required" To aid in defining these requirements please utilize the [Energy Compliance for Residential Projects Alterations and Additions Worksheet](#) and incorporate this document into the plans.
6. A survey prepared and signed by a Land Surveyor or Civil Engineer licensed to practice land surveying in the State of California is required per Information Bulletin 302 for any proposed addition designed to extend into an existing side yard or to come within one foot of a required front or rear yard setback.
7. A geotechnical report prepared and signed by a qualified civil or geotechnical engineer is required for any addition requiring a new foundation which extends 10 feet or more beyond the existing foundation. Such report shall include but is not limited to:
- A plot showing the location of all test borings and/or excavations.
 - Descriptions and classifications of the materials/soil encountered.
 - Elevations of the water table, if encountered.
 - Recommendations for foundation type and design criteria including bearing capacity, provisions to minimize the effects of expansive soils and the effects of adjacent loads.
 - Expected total differential settlement between the existing foundation and the proposed addition.