



**Minimum Document Submittal List
For Single Family Additions/Alterations**

I. Document Submittal List

- A. Drawings 18" X 24" Suggested Blueprints Size
 (3) sets of:
1. General Information
 2. Plot Plan (include completed & signed "Plot Pan Checklist")
 3. Architectural Plans
 - Floor Plan
 - Roof Plan
 - Exterior Elevations
 4. Structural
 - Foundation Plan
 - Floor Framing Plan
 - Roof Framing Plan
 - Truss Information
 - Cross Section
 - Structural Framing Details
 5. Relevant Information on New Plumbing, Mechanical and Electrical Component
- B. Calculations 1. Structural Calculations (For vertical and lateral loads)
 (2) sets of: 2. Energy Calculations and Forms for New Element (Title 24)
- C. Encroachment Permit 1. An Encroachment Permit is required from the Public Works Department when any work is performed on a City Right-of-Way i.e. sidewalks, driveway approach, etc.

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 with Blue Ink)
 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., Assessor Parcel Number
 4. Cover Sheet Information
 - Applicable Code and Editions (CBC, CMC, CPC, CEC & Energy)
 - Description of Scope of All Work
 - Occupancy Group(s) and Type of Construction
 - Gross Area per Floor and Building Height
 - Index of Drawing Information
 5. Scale for All Drawings and Details (1/8" per foot minimum)
- 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. Easement and Visible Utilities on Site
 5. Existing and Proposed Grading Plan, Topographic Plan drawn to 1'-0" Contours
 6. Location of Existing and Proposed Retaining Walls

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| A-3. Architectural and Structural Plans | <ol style="list-style-type: none">1. Foundation and Structural Floor Framing Plans2. Architectural Floor Plans (Existing & New) including Adjoining Rooms3. Exterior Elevations4. Structural Material Specifications5. Structural and Architectural Details6. Typical Cross Sections in Each Direction7. Shear Wall and Holddown Plan (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holddowns, & bolts) |
| Detail (As Applicable) | <ol style="list-style-type: none">1. Window & Door Schedule (Detail Egress, Safety Glazing & Skylight ICBO No.)2. Footing (depth & width)3. Post and Girder Connections4. Roof: Eaves, Overhands, Rakes and Gables5. Handrails, Guardrails and Support Details6. Structural Wall Sections with Details at Foundation, Floor and Roof Levels7. Stairway Rise and Run, Framing, Attachment and Dimensions of Members8. Shear Transfer Details and Holddowns Bolt Details |
| Prefab. Trusses | <ol style="list-style-type: none">1. Roof Framing Plan with Truss I.D. No. and Manufacture's Name2. Detail of all truss Splices, Connections, Plate Sizes and Hangers3. Show all Trusses including Gable Bracing and Bridging4. Truss Plans Reviewed and Stamped Approved by a California State Licensed Design Professional |
| Relevant Inform. On New Mech. Plumbing & Electrical Components | <ol style="list-style-type: none">1. Location of HVAC Equipment and size (BTU/HR Output)2. Location of new Plumbing Fixtures with all Required Dimensions Listed3. Location of Outlets, Fixtures, Switches, Smoke Detectors, Subpanels and Main Panel with Size and Location |
| B-1. Energy Requirement | <ol style="list-style-type: none">1. CF-1R and MF-1R forms completed, signed and printed on plans2. CF-GR and Insulation Certificate attached to plans |

III. Separate Plans & Permits

1. Accessory Structures Proposed on the Plot Plan

Notes:

- (1) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (2) Other departments and agencies review and approvals may be required.