

CONSTRUCTION DOCUMENTS SUBMITTAL REQUIREMENTS FOR REMODELS AND/OR ADDITIONS TO RESIDENTIAL PROJECTS

Submittal notes and the Plan Check process:

(SFD = Single Family Dwelling, ADU = Accessory Dwelling Unit, DPX = Duplex)

1. These are the minimum submittal requirements for construction documents intended for building plan check of **additions or alterations to single family dwellings, DPX, ADU, and accessory structures** on individual lots.
2. Discretionary review is required for Additions to SFD, DPX, ADU & accessory structures in Hillside areas (over 10% slope), Scenic Corridor, Historical areas and in zones where SFD's are not permitted. Please check with the planning department for further information or additional restrictions.
3. If discretionary review is required then discretionary review approval through the planning department is required prior to submittal for building plan check. A request may be made of the CBO for concurrent submittal.
4. Additions/alterations to **"SFD", "ADU", duplex and/or accessory structures** may be routed, during plan check, to the divisions as listed.
 - a. **Planning Division:** if discretionary review is required, they will review for conformance to "Conditions of Approval" (C of A).
 - b. **Engineering and Utilities** will review & may require public improvements if project is an addition with a valuation over \$100,000.
 - c. **Fire Department** will review if structure is 3 or more stories or greater than 35ft in height, any point of structure is greater than 150ft from public street access, or the add/alt exceeds 50% of the gross floor area.
5. Plan check review comments will be compiled by the differing divisions and departments and will be available to the designer. Once comments have been resolved then permit may be issued.
6. Allowable method of payment for required fees are Mastercard®, VISA®, Discover®, check or cash only.

Additions & alterations to residential projects

Condensed Document List of Drawings

3 Complete sets of drawings are required.

(24" x 36" minimum sheet size - must be readable -Smaller Sizes

Accepted if Allowed by CBO or Designated Representative)

- ☐ Add an additional set if planning review is req'd.
- ☐ Add an additional set if fire dept. review is req'd.
- ☐ Add an additional set if engineering review is req'd.

The sets are to include, at a minimum, the following:
(for additions and as applicable for alterations)

- ☐ General Information & Building Data
- ☐ Site/Plot Plan ☐ Grading Plan & details, if in hillside
- ☐ Architectural Plans, including but not limited to:
 - ☐ Existing/Demo Floor Plan(s) ☐ Elect. Floor. Plans.
 - ☐ Proposed Floor Plan(s) ☐ Roof Plan
 - ☐ Building Section(s) ☐ Exterior Elevations
 - ☐ Arch. Details ☐ Energy Forms
- ☐ Structural Plans including:

(for additions and as applicable for alterations)

 - ☐ Foundation Plan ☐ Floor Framing Plan

- ☐ Information on added or altered Plumbing, Mechanical, Electrical and Energy Compliance components to be shown (at a min.) on Architectural plans.

Supporting Documentation

2 Sets of Each:

- ☐ Structural Calculations (for vertical & lateral loads) or design per Conventional Construction provisions of the CBC Ch. 23 (as applicable)
- ☐ Energy Calculations (Title 24)
- ☐ Soils Report required if addition footprint is over 500 sq. ft.
- ☐ CALGreen (when increasing habitable space)

1 Copy of Each:

- ☐ Complete Building Permit Application
- ☐ HOA approval letter (if applicable)
- ☐ Completed School Dist. Form required if addition is over 500 sq. ft.

Allowable Method of Payment for required fees.

Expanded list of drawing requirements for submittal of construction documents

3 Complete sets of drawings are required:

- ☐ Add an additional set if planning review is req'd.
- ☐ Add an additional set if fire dept. review is req'd.
- ☐ Add an additional set if engineering review is req'd.
- ☐ Minimum of 2 sets signed by drafter of plans.
- ☐ If licensed professional involved, then respective plans to be signed & stamped by licensed professional.
- ☐ Sets need to be stapled or bound together into full sets.
- ☐ **General Information:**
 - ☐ Code compliance statement adhering to the latest codes
 - ☐ Project Name, address and clear scope of work
 - ☐ Owner information: Name, Address & Phone #
 - ☐ Designers info.: Name, Address, Phone # & e-mail
 - ☐ Clearly note if the project will be fire sprinklered or that it is exempt per **SRCC Sect. 18-44.903.2** Fire sprinkler ord.
 - ☐ Sheet Index of drawings ☐ Vicinity Map of project location.

Expanded list of drawing requirements (Continued)

- ☐ **Energy Compliance forms:** (as applicable)
 - ☐ CF-1R & MF-1R to be incorporated into the sets.
- ☐ **CALGreen Checklist forms:** (as applicable)
 - ☐ City of SR CALGreen Checklist to be incorporated into the set of prints or attached to plans.
- ☐ **Building Data:**
 - ☐ Occupancy Group(s) (usually 'R3' and/or 'U')
 - ☐ Type of Construction (usually type 'VB')
 - ☐ (per story) existing floor area, demolished floor area, new floor area and total floor area
 - ☐ building height with height calculation if in hillside area
- ☐ **Site/Plot Plan**
 - ☐ North Arrow ☐ Lot dimensions & bearings
 - ☐ Building footprints with overall dimensions & projections (such as eaves, bay windows or balconies)
 - ☐ Easements & building setback lines including second story setbacks and garage setbacks (if applicable)
 - ☐ Show location of any existing structures to be demolished

Expanded list of drawing requirements (Continued)

□ Grading Plan and details:

(if addition is in hillside area)

- Existing drainage patterns & proposed drainage patterns and drainage devices (as applicable)
- Existing & new contours including elevation data & benchmarks
- Soil excavation calculations of Export and Import if over 50 yards net
- Proposed retaining walls & structural calcs for same

□ Architectural Plans, including:

- **Floor Plan(s):** for each story incl. basement (as applicable)
- Fully dimensioned & to scale, with scale noted on same sheet as floor plans
- All windows & doors properly located & including their type & sizes
- Location of safety glazing & egress windows
- Location of all appliances including FAU, water heater, range, refrigerators, etc.
- Location of all plumbing fixtures
- Location of gas, electrical & water meters
- Location, type and model of fireplaces

□ Reflected Ceiling Plan: *(may be in main floor plans)*

- Show all skylights & ceiling surface changes & slopes
- Location of light fixtures, S.A. and R.A. grilles, etc.

□ Electrical Floor Plans: *(may be in main floor plans)*

- All panels, subpanels, outlets, smoke detectors, switches & light fixtures
- Relationship of switches to their respective fixture or appliance
- Compliance to energy title 24 requirements

□ Roof Plan:

- How new roof is connected & relating to existing roof
- Roofing material & class
- Attic ventilation calc's & number & type of attic vents
- Direction & slope of roof, valleys, hips, chimneys, skylights, etc.
- Overhangs, eaves, gables & rakes dimensioned

Expanded list of drawing requirements (Continued)

□ Building Sections (for additions only) :

- Provide building section at most revealing locations (More than one may be required)
- Label rooms, interior finishes
- Clearances from framing to grade
- Subfloor to top plate heights
- Note insulation and show where required

□ Exterior Elevations:

- All elevations that show all vertical planes, including courtyards or other elements that are effected by the addition or alteration
- All windows & doors properly located and dimensioned
- Overall building heights including height calculations for hillside projects. □ Note all exterior finishes

□ Arch. Details (as applicable):

- Attic venting details □ Underfloor venting details
- Handrail, guards & support details
- Floor changes: such as from deck to floor

□ Structural Plans:

□ Structural Design criteria:

- Wind speed, seismic design cat., or conventional construction

□ Foundation Plan: *(for additions or major remodels)*

- Dimensions, footings, piers, grade beams, holddowns, etc. (as applicable)

□ Floor Framing Plan: *(for additions or major remodels)*

- reference extent of & label all framing members, shear walls or braced walls, anchor bolts, holddowns, referenced detail bubbles

□ Roof Framing Plan: *(for additions or major remodels)*

- Truss Information clearly shown & noted as deferred (if applicable). (deferral form required)
- Reference extent of & label all framing members, and referenced detail bubbles.

□ Structural Details: *(for additions or major remodels)*

- roof to wall, wall to floor, floor to fdn., framing and shear transfer details
- holddown details, post details, pier details

Additional items that may be required prior to issuance of building permit(s):

- Encroachment Permit for Public Improvements
- Plan review letter from soils engineer compliance to soil report

Fees other than building permit fees that may be assessed to this project: (see latest fee schedule)

- Advanced Planning Fee □ Technology Fee □ School Impact Fees (over 500SF addition)
- Capital facilities & SE/SW Impact fees (over 400SF addition) □ Sewer & Water Demand Fees
- Other fees assessed due to Conditions of Approval listed in consequence to CUP, DR, LNDMRK or HILLSIDE approval

Separate Permits applications may be required for the following:

(Plans may be combined for multiple buildings, if clarity is maintained.)

- Accessory structures proposed on the plot plan □ Free standing photovoltaic systems □ Pools and spas
- Demolition of detached structures □ Grading permits □ Fences over 7'
- Retaining walls

For further information: If you have any questions regarding Building permit applications and submittal requirements, please feel free to call:

City of Santa Rosa Community Development
Building Division
707-543-3200 or visit us at
<http://ci.santa-rosa.ca.us/departments/communitydev/Pages/default.aspx>