



Planning Department  
Building and Safety

## Document Submittal List for Single Family Additions/Alterations

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### 1. Document Submittal List

- A. Drawings (5) sets of:**
- 1. Site Plan
  - (\*) 2. Architectural Plans –
    - Floor Plans
    - Roof Plan
    - Exterior Elevations
    - Cross-Sections & Details
  - 3. Structural Plans –
    - Foundation Plan
    - Floor Framing Plans
    - Roof Framing Plan
    - Cross Sections
    - Structural Details
  - (\*) 4. HVAC Plans (for new system)
  - (\*) 5. Electrical Plans
  - (\*\*) 6. 18" x 24" Suggested Minimum Blueprints Size

- B. Calculations (2) sets of:**
- 1. Structural Calculations (if applicable)
  - 2. Energy Calculations and Forms (Title 24)

- C. Soils Report (3) sets** (if applicable)

### 2. Information to be Included on Documents

- A. Information:**
- 1. Wet Sign on All Documents by Document Maker, Architect or Engineer
  - 2. Name, Address, Phone No, Title, Registration of Design Professional
  - 3. Address of Property and Name, Address, Phone No of the Property Owner
  - 4. Cover Sheet Information:
    - a. Applicable Codes and Editions
    - b. Description and Type of All Work
    - c. Occupancy and Type of Construction
    - d. Gross Areas by Floor(s) (existing & proposed)
    - e. Building Height (existing and proposed)
    - f. Lot Coverage Calculations
    - g. Construction Legend
    - h. Sprinkler & Fire Alarm Systems (yes or no)
    - i. Index of Drawing Information
  - 5. Scale for All Drawings
- B. Site Plan:**
- 1. Property Lines w/ Lot Dimensions, showing entire Parcel & Public Right-Of-Way
  - 2. Building Footprint with all Projections and Dimensions to Property Lines
  - 3. North Arrow
  - 4. Easement(s) (if any), Creeks (if any) with Setbacks
  - 5. Topographic Plan drawn to 1'-0" Contours
  - 6. Location of Existing and Proposed Retaining Walls
  - 7. Location of Hard Surface Areas, Driveways, Parking Spaces, Decks
  - 8. Underground Utilities and Connection Points
- C. Survey:**
- 1. Required for Additions within 4 ft. from Property Lines (see Survey Handout)  
Include the Survey as a Full Sheet of the Building Permit's Plan Set
- D. Architectural Plans:**
- 1. Floor Plan(s) for each affected Level (Existing & Proposed) designating all Rooms, showing all Interior Cabinetry & Appliances, Door/Window Locations, etc.
  - 2. Roof Plan including Overhangs, Skylights, Chimneys, Vents, Drains, Gutters

## SFD-A Single Family Dwelling Information Sheet

3. Exterior Elevations affected by new construction. Indicate Building Height (as defined in Zoning Ordinance and CBC)
4. Door & Window Schedule
5. Architectural Details (See F)
6. Typical Cross Section in Each Direction showing typical Floor/Wall/Ceiling/Roof System Construction Assemblies, Plate Elevations, Ceiling Heights, Ext. Grade, etc.
7. Details of Compliance with Fire Zone Provisions (for Projects in the Hillside Zone)

### E. Structural Plans:

1. Foundation Plan
2. Floor Framing Plans & Roof Framing Plan
2. Structural Material Specifications, Special Inspection & Structural Observation Requirements
3. Structural Details (see F)
4. Truss Layout Plans, Calcs, Elevations/Details showing Joints & Connections (\*\*\*)
5. Shearwall Plans & Schedule

### F. Details:

1. Footings, Piers and Grade Beams
2. Post and Girder Intersections
3. Roof: Eaves, Overhangs, Rakes and Gables
4. Floor Changes (i.e., Wood to Concrete)
5. Handrail(s) and Guardrail(s) with Support
6. Stairway Rise and Run, Headroom Clearance, Framing, Connections
7. Structural Wall Sections with Details at Foundation, Floor and Roof Levels
8. Details of Lateral Load Resisting Elements (i.e. shearwalls, moment frames, etc.)
9. Fireplace – Masonry or Prefabricated Fireplace

### G. HVAC (new), Plumbing, & Electrical Plans:

1. Location of HVAC Equipment and Plumbing Fixtures
2. Under Floor Duct Location and Layout, Vent Terminations
3. Electrical Outlets, Fixtures, Switches, Smoke Detectors, Main & Subpanels (size and locations), Light Fixtures (type and locations), etc.

### H. Energy Requirements:

1. Form CF-1R with All Required Signatures
2. Including Backup Forms for envelope and component alterations/replacements
3. Print Forms CF-1R & MF-1R on Drawings
4. RECO Compliance Information for Projects with a Valuation of \$50,000 or more (see RECO handout)

### I. Zoning Requirements:

1. *Expansions of Basements and Attics* - Sections depicting both Existing and Proposed Floor to Ceiling Clearances and Photos indicating the Existing Clearances and Conditions (this can be accomplished by taking a photo of a person holding a measuring tape from the ground to ceiling)
2. *Additions on a Slope greater than 10%* - Cross-Section(s) along Direction of Slope
3. *Projects involving Removal and/or Replacement of Exterior Walls and/or Roofs* - Portions of Existing Structure to be removed are to be clearly identified on all Plans  
Note: Removal of more than 50 percent of exterior walls and roof requires a Use Permit and Public Hearing under Section 23C.08.010 of the Zoning Ordinance
4. *Projects involving Use Permits* – Use Permit Conditions of Approval and Description of Approved Work are to be reproduced on the Plans

### J. P/W Engineering Requirements:

1. Erosion Control Provisions (for projects involving excavation & foundation)
2. Best Management Practices (BMPs)
3. Any Changes to on-site Parking will require Review by Traffic Engineer.
4. PSL Permit or Certificate- (Sewer Lateral Replacement) Required when valuation is \$50,000 or more and 2 or more plumbing fixtures replaced, or if valuation is \$100,000 or more

### K. P/W Solid Waste

1. Waste Diversion Plan for all projects with a valuation of \$100,000 or more.

- (\*) Plans can be combined for simple buildings if clarity is maintained  
(\*\*) Smaller size prints such as 11" x 17" may be used if clarity is maintained  
(\*\*\*) May be included as a deferred submittal