

Applicant		Residential Addition/Interior Remodel Take-In Sheet	City Staff	
Yes	No		Yes	No
Zoning /Land Use Approval from the Planning Division:				
		Planning approval must be acquired prior to submitting a building permit application to the Building Division. Approval is conveyed via the <i>Planning Referral Sheet (PR)</i> or an appropriate <i>Planning Exemption Checklist</i> .		
		Plans associated with PR sheets which have the <i>Not Required</i> check box checked in the <i>Plan Check Required</i> area of the PR sheet must bear a planning approval stamp on the construction plans being submitted to building		
Minimum size and scale requirements:				
		No less than 11" x 17"		
		Site and Civil Plans: no less than 1/8"=1'. All other plan sheets no less than 1/4"=1'		
Minimum number of paper sets for routing and review if Electronic Plan Check is not used*:				
		Additions: Five full sets (Routed to: Building, Fire, Utilities, Development Engineering, and Planning) and one set which only includes a site and floor plan (routed to: County Assessor)		
		Remodels: Two sets for interior only remodels; four sets if remodel involves the creation of a new driveway or relocation of an existing driveway; three sets if remodel involves exterior changes but no driveway changes.		
		When the scope of your project necessitates the following documents two set are required: <ul style="list-style-type: none"> • Structural Calculation • Soils Reports for all subdivisions and a required • Truss Calculations • Fire Sprinkler Calculations 		
Required Basic Construction Plan Features:				
		Cover Sheet including: Address of subject property; detailed description of work to be covered by the building permit; declared occupancy/use for which the proposed work is intended (in the residential environment usually R3 or U); declaration of designer or licensed professional signed stamp if the scope of work requires a licensed design professional; declaration of state and local building codes & cycle to which the plans are compliant.		
		Site or Plot plan including: All points of connection (i.e. sewer, and water lines); if present abandoned septic noted. North arrow and optionally a vicinity map.		
		Architectural Plans including: Floor plan, elevations, sections, and details necessary to review for compliance with state and local building code regulations. All rooms should be labeled with their existing and proposed uses. Additions require a floor plan of the entire house not just the addition.		
		Structural Plans including: Foundation, roof framing, ceiling framing, floor framing, braced wall/shear wall plans.		
		Electrical Plans including: switch, outlets and lighting locations scaled such that code compliance can be determined.		
		California Energy Code, Title 24 Part 6: California State Energy code requires the energy compliance documents be integrated into your plans.		
		Cal-Green Title 24, part 11 compliance documents: See form CDD-0183A . This applies to conditioned area.		
Fire Department Review Required:				
		Structures with any point greater than 150' from city street may require a fire hydrant and/or a sprinkler system with an access road and a turnaround.		
		3,600 sq. ft. (of useable space under the same roof) or more requires 1,500 GPM min. water flow. Note: 3600 sq. ft. is area under roof structure not just habitable space.		

*See the *Residential Verification Checklist (CDD-0316)* and the *Residential Submittal Requirements* documents for the Electronic Plan Check (EPC) process available on the CDD website under Plan Review/Electronic Plan Review.