



# RESIDENTIAL ADDITIONS & ALTERATIONS/REMODEL SUBMITTAL REQUIREMENTS

BUILDING SERVICES



- **This is a comprehensive submittal list for Residential Additions and Alterations/Remodel, which includes Kitchen and Bathroom remodels. Note, all items may not pertain to your specific project.**
- Items that are required for all addition and alteration/remodels are marked as such, . All other are required if applicable for the scope of work.

*\*Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & [electronic submittals](#).*

## 1. Document Submittal List

### A. Drawings: (3 Sets 24"x36" maximum, 11" x 17" minimum)\*

- Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- Architectural plan: floor plan(s), roof plan, exterior elevations
- Structural: foundation plan, floor framing plan(s), roof framing, truss information, cross sections, and structural details referenced on plan(s)
- Mechanical plan
- Electrical plan
- Plumbing plan
- 2 Sets\* must be stamped by [Contra Costa Central Sanitary District](#) prior to submittal (*required for Additions and required for Interior Remodels if moving/adding fixtures*)

### B. Supporting Documents/Calculations: (2 Sets 8 1/2" x 11")\*

- Structural calculations (signed and stamped)
- Provide [Fire Department Approval Letter](#) prior to permit issuance. Provide Fire district's final approval letter of the job site prior to the Town's final inspection.
- 80% Rule on Residential Construction Evaluation (for Fire Sprinklers), see Section F
- Electrical Load calculations for electrical service capacity, see Section D
- Energy calculations and forms (Title 24)
  - a. Both original 8 1/2 x 11 and CF-1R and MF-1R on the plans

### C. Geotechnical Report: (2 Sets 8 1/2" x 11")\*

- Geotechnical Report (signed and stamped)
- Letter by geotechnical engineer confirming that the construction documents have been reviewed and determined that the recommendations in the geotechnical report are properly incorporated into the plans. (signed and stamped)

## 2. Information to be Included on Documents

### A. Plot Plan (*Required if scope is beyond the existing footprint of the building. E.g. expanding the area of the home, attaching a covered porch to the home, etc.*)

- Lot dimensions: metes and bounds information
- Footprint of all existing and proposed buildings with all projections and dimensions to property lines and between buildings
- North arrow and bar scale (or indicate scale)
- Visible utility to curb
- Easement(s)
- For each tree provide location, species, variety, & trunk diameter in inches at 54" in height if trunk diameter is 10" and greater
  - a. Show extent of tree canopy and dripline

### B. Grading and Drainage

- Top and toe of slopes on slight slopes and topography with minimum 2' contours on lots with more than 5' elevation difference
- Pad elevations: Ground slope drainage scheme and topography (hill sites)

### C. Architectural Plans

- Architectural floor plan(s) and roof plan
  - a. Provide Existing and Proposed (new) floor plans

- Exterior Elevations: specify all exterior finish materials
- Ventilation Calculations, Attic Access, Crawlspace Access
- Window and Door Schedule; Egress Windows and Doors on plan/elevation
- Architectural Details/Sections including but not limited to:
  - a. Flashing: vertical and horizontal junctures of materials
  - b. Fireproofing (e.g. 1 hour walls, 1 hour eaves)
  - c. Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces, BTU of fireplace
  - d. Handrail(s) and guards with support
- D. Structural Plans (*Required if there is structural scope. E.g. removal/addition of structural walls and bearing walls.*)
  - General Notes & Material Properties (e.g. Concrete, wood, steel, reinforcing, etc.)
  - [Design Criteria](#) (Design Loads, Wind Loads, & Seismic Loads and Parameters)
  - Soil Properties (Soil Site Class, Bearing pressure, etc.)
  - Foundation, structural floor, and roof framing plans
  - Structural Details/Sections including but not limited to:
    - a. Footing, piers, and grade beams
    - b. Post and girder intersections/connections
    - c. Roof: eaves, overhangs, rakes, and gables
    - d. Floor changes (i.e. wood to concrete)
    - e. Structural wall sections with details at foundation, floor and roof levels
    - f. Lateral System (e.g. shear walls, holdowns, steel columns, diaphragm etc.)
- E. Mechanical, Plumbing and Electrical Plans
  - Location of HVAC equipment and plumbing fixtures
  - Outlets, fixtures, switches, smoke alarms, carbon monoxide alarm(s), service panel amperage, sub-panel location(s)
  - [Electrical load calculation](#) is required if an inordinate amount of equipment or appliances is proposed
  - Gas Line Diagram or Isometric (see [Gas Line Submittal Requirements Handout](#))
- F. Energy Requirements
  - Form CF-1R with all signatures
  - Heat loss calculation to size new equipment or confirm adequacy of existing equipment
  - Print CF-1R and MF-1R on drawing set
    - a. MF-1R, (Residential Mandatory Measures): The Town accepts Checklists that meet CalGreen requirements, such as the [checklist developed by AIA.](#)
- G. Information
  - Signature on all documents by design professional and document maker
  - Name, title, California registration, address, and phone number of design professional
  - Address of property and name, address and phone number of property owner
  - Cover Sheet Information
    - a. Applicable codes
    - b. Description of type of work (i.e. Scope of Work)
    - c. Occupancy and type of construction
    - d. Gross area, by floor(s) and building height
    - e. Indicate if the building has an existing Fire Sprinkler System
    - f. Indicate if Fire Sprinklers will be added per [Town's Policy to Evaluate 80% Rule](#). Note, if existing residence has fire sprinklers, additions/alterations require fire sprinklers.
    - g. Index of drawings
    - h. List Deferred Submittals (e.g. Truss Calculations, Gas Line Sizing, Fire Sprinklers etc.)
  - All drawings must drawn to a standard engineering or architectural scale
- H. Prefabricated Trusses
  - Roof framing plan with truss I.D. number and manufactures name
  - Detail of all truss splices, connection and plate sizes
  - Show all trusses including gable bracing and bridge/bracing
  - Reviewed and signed by engineer of record
  - Stamped and signed by truss company engineer
  - Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan