



# ACCESSORY STRUCTURES SUBMITTAL REQUIREMENTS

BUILDING SERVICES



- Accessory structures are sheds, garages, storage buildings, gazebos, cabanas and other structures that are detached from the main residence. For more information, please see the **Planning Division Handout for [Accessory Structures](#)**.
- Items marked  **are required** for all Accessory Structures. Items not mark are **required if applicable** to your project.
- For Accessory Structures with boiler plate type structural drawings where design is given in Tables for various site conditions, heights, and spans, please have the engineer clarify which details and section of the Table applies for your specific project by clouding/circling the project specific information. Please also provide foundation, roof framing plan, and elevations specifying the **project specific dimensions** (e.g. structure height, post spacing, dimension of eaves, etc.).
- For **prefabricated** Accessory Structures, Structural drawings are still **required**. Installation guide from the manufacturer do not suffice as structural drawings. Please ask manufacturer to provide **stamped and signed structural drawings by their engineer**. Please note, the manufacturer typically does not provide the design for the foundation. You will need to provide stamped and signed structural drawings for the foundation by a licensed engineer.
- If the structure is to be conditioned space (with heating and cooling), please see energy requirements per [Accessory Dwelling Unit Submittal Requirements](#). If the structure is to be conditioned and includes a sleeping area, bathroom, and kitchenette/kitchen, please see Accessory Dwelling Unit **for all** Submittal Requirements.

*\*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"x17" 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) (Signed and stamped)
- Electrical plan
- Plumbing plan
- 2 Sets\* must be stamped by [Contra Costa Central Sanitary District](#) prior to submittal

### B. Supporting Documents/Calculations: (2 Sets 8 ½" x 11")\*

- Structural calculations (signed and stamped)
- Electrical Load calculations for electrical service capacity (Acceptable to provide on plans)

### C. Geotechnical Report: (2 Sets 8 ½" 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. Document Format Information

- All drawings must be drawn to a standard engineering or architectural scale

### B. Plot Plans

- Lot dimension
- Building footprint with all projections and dimensions to property lines and existing structures
- North arrow and bar scale (or indicate scale)
- Easement(s)
- Lots with slopes over 5' requires topography with minimum of 2' contours
- 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

### C. Architectural Plans

- Architectural floor plan and roof plan
- Exterior Elevations: specify all exterior finish materials

- Architectural Details including but not limited to:
  - a. Flashing: vertical and horizontal junctures of materials
  - b. Fireproofing
  - 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

- 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 including but not limited to:
  - a. Footing, piers, and grade beams
  - b. Post and girder intersections
  - 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
- Typical cross section in each direction
- Truss configuration and locations

E. Electrical and Plumbing Plans

- Location of outlets, fixtures, switches, and service panel(s)
- Service panel with site and ground
- Service panel amperage
- [Electrical load calculation](#) is required if an inordinate amount of equipment or appliances is proposed (e.g. tankless water-heaters, heaters, etc.)
- Gas Line Run
  - a. Can be drawn on same plan as Electrical Plan or Plot Plan if legible
  - b. Show Building Footprint and Existing Gas Meter location
  - c. Run of Gas Line with length of each segment of run shown on plan
  - d. Gas Line size (diameter and material of pipe)

F. Drawing Requirements and Coversheet 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
  - c. Occupancy and type of construction
  - d. Area and height of structure
  - e. Indicate if the Main House/Residence has an existing Fire Sprinkler System
  - f. Sheet Index
  - g. List Deferred Submittals (e.g. Truss Calculations, Gas Line Sizing, etc.)

G. 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