



# 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](#).
- Below is a comprehensive submittal list. Items marked  are required for all Accessory Structures. Items not marked are **required if applicable** to your project.  
\*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 1/2" x 11")\*

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

## 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
- 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

H. Additional Remarks for Submittal:

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