



RESIDENTIAL ADDITIONS/ALTERATIONS SUBMITTAL REQUIREMENTS

BUILDING SERVICES



This is a comprehensive submittal list. All items may not pertain to your specific project.

1. Document Submittal List

- A. Drawings: 3 Sets (24"x36" maximum)
 - 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, roof framing, truss information, cross sections, and structural framing details referenced on framing plan
 - Mechanical plan
 - Electrical plan
 - Plumbing plan
 - 2 Sets must be stamped by Contra Costa Central Sanitary District prior to submittal
- B. Calculations: 2 Sets
 - Structural calculations, where necessary (wet signed and stamped)
 - Energy calculations and forms (Title 24)
 - a. Both original 8 1/2 x 11 and CF-1R and MF-1R on the plans
- C. Soils Report: 2 Sets

2. Addition Information to be Included on Documents

- A. Plot Plan
 - Lot dimensions: metes and bounds information
 - Building footprint with all projections and dimensions to property lines and between buildings
 - North arrow
 - Visible utility to curb
 - Easement(s)
 - Show and specify the species, variety and size of trunk on all trees
 - a. Show extent of tree canopy
- B. Grading and Drainage
 - Top and toe of slopes on slight slopes and topography with contours on lots with more than 5' elevation difference
 - Pad elevations: Ground slope drainage scheme and topography (hill sites)
- C. Architectural and Structural Plans
 - Foundation, structural floor and roof framing plans
 - Architectural floor plan and roof plan
 - Exterior Elevations: specify all exterior finish materials
 - Structural material specifications
 - Structural and architectural detail
 - Truss configuration and locations
 - Typical cross section in each direction

D. Mechanical, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures
- Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location(s)
- A load calculation is required if an inordinate amount of equipment or appliances is proposed

E. 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

F. Information

- Wet 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
 - b. Applicable codes
 - c. Description of type of work
 - d. Occupancy and type of construction
 - e. Gross area, by floor(s) and building height
 - f. Index of drawings

- All drawings must be to scale

G. Details

- Window: head, jamb and sill
- Exterior doors: head, jamb and sill
- Flashing: vertical and horizontal junctures of materials
- Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces
- Footing, piers, and grade beams
- Post and girder intersections
- Roof: eaves, overhangs, rakes, and gables
- Cabinet elevations
- Floor changes (i.e. wood to concrete)
- Handrail(s) and guards with support
- Structural wall sections with details at foundation, floor and roof levels

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
- Wet 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