

## Plan Submittal – Residential Building Additions & Remodels

Policy and Procedure No.: **B-04-06**

Revised: March 13, 2008

### Purpose

This handout establishes a procedure for complete plan review submittals for additions and remodels of residential buildings. According to current code regulations (2007 California Building Code), permits are required when buildings are constructed, altered or improved. Therefore, the following guidelines shall be reviewed before commencing any work.

### Plan Submittal for Construction

#### Quantity

- Two (2) complete sets of plans must be submitted (at least two must be signed by designer and/or “wet-signed” and stamped by a State of California licensed architect or engineer); One (1) completed building permit application form and plan check fee paid. Submitted plans will be distributed to Building Inspection & Safety and Planning. Applicants shall make separate submittals directly to other local utility companies
- Two (2) sets of “wet-signed” and stamped structural calculation reports (when applicable)
- Two (2) sets of manufactured truss reports; a truss-review letter signed by engineer of record
- Two (2) sets of Title 24 energy reports
- One (1) site plan, floor plan and elevation plans for Assessor’s office (11” x 17” only)

#### Additional Requirements

- Fire Department approval is required for projects where the addition results in an area increase of 50% or more, and the final total area is greater than 3,600 square feet. A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from the Fire

Department located at 8812 Elk Grove Blvd., Elk Grove, CA 95624, by calling the **Elk Grove CSD Fire Department** at **(916) 405-7100** or by visiting their website at [www.egcsd.ca.gov/fire](http://www.egcsd.ca.gov/fire).

**Septic Tanks-- Sacramento County Environmental Management Department** approval is required when additions and/or remodels to homes served by septic systems, including the addition of sleeping rooms. Please contact **(916) 875-8440** prior to submitting plans to Elk Grove Building Safety & Inspection.

- **Elk Grove Unified School District** collects Developer Fees for residential additions in excess of 500 square feet; the fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building Safety & Inspection during the plan review process. For current fee rates please call **(916) 686-7711**.

#### Other Permits Requirements

- A separate plan/permit is required for items such as, but not limited to: Pools/Spas; Accessory Structures; Retaining Walls, Fire Sprinkler Systems.

#### Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review and **five** business days for all other subsequent reviews.

*Note: the plan review time may be extended depending on the complexity and size of the structure.*

## Minimum Plan Requirements

### Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: ¼" = 1' - 0", site plan: 1" = 20' - 0"), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

*NOTE: Multiple types of information can be combined on plans if clarity is maintained. This is not a complete list of all design requirements; additional information may be required after the plan review.*

### Information

1. Cover sheet - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction (VB), occupancy classifications for single family dwelling/garage (R-3/U), if installing a fire sprinkler system; total building area (sq. ft. breakdown per floor for dwelling, garage, porches); zoning; index of drawings.

**Light Wood-Frame Construction:** Plans for single family dwellings of light wood-frame construction (as defined by Section 2308 of the 2007 CBC) may be prepared by any person, if the structure consists of not more than two stories and basement in height. However, if the structure has unusual design features and deviates from conventional light-frame standards, it shall be designed following engineering standards. Engineered plans shall therefore be prepared by a professional architect or engineer, licensed in the State of California.

2. Plot plan - lot dimension and parcel size; ground slope drainage and topography; building location with all setback distances to property lines, easements and other buildings; north arrow; location of gas/electrical/water meters; septic/well systems (as applicable).
3. Architectural plans - floor plan showing layout and uses of interior spaces; existing and proposed work; door/window schedules; if work includes an attached garage, show location of occupancy separation and fire-rating details; smoke detectors and emergency egress openings in bedrooms; if a second story is proposed, show stair/handrail/guardrail location and details; roof eaves, gables, rakes details;

floor/attic ventilation calculations; minimum of two exterior elevations identifying materials, colors, wall covering and building height.

4. Structural plans – existing and proposed floor/roof framing plans should include direction of framing, size (e.g., 2'x8'), spacing (16" on center), span (length between supports), and location/size of openings; complete bracing and support details between existing and new foundation, top plates and roof members; shear wall OR braced wall panel schedule, location, length and detail references; minimum of two building cross-sections in each direction (from foundation to roof) with insulation, foundation, flooring, ceiling height, roofing and load-path connections; complete foundation plan with footing/pier/grade or slab design and details.
5. Prefabricated trusses - roof/floor framing plan with truss I.D. # and manufacturer's name; truss splice details, connections and plate sizes; gable bracing/bridge; single line truss diagram with all vertical/lateral loads, including bearing points with reference to framing plan.
6. Mechanical, electrical and plumbing plans - identify size and location of main and sub-panels; outlets (required GFCI locations), switches, light fixtures; location of HVAC and A/C equipment; duct layout.
7. Energy requirements – CF-1R and MF-1 energy compliance forms signed and affixed to plans.

*\*The "Alternate Package 'D' for Residential Additions" is available for home owners wishing to complete their own Energy Conservation Measures documentation (the package however, is limited to a few garage conversion projects; a computer generated energy report is therefore required for most other garage conversion cases).*

### Fees

It is recommended that you visit the Building Inspection & Safety counter to review all applicable building fees prior to plan submittal.

### Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: 8401 Laguna Palms Way  
Phone: (916) 478-2235  
Hours: Monday through Friday  
8:00 am - 5:00 pm