

Development Services

Building Safety and Inspection

Plan Submittal – Residential Remodels and Additions

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

December 2019

Purpose

The California Building and Residential codes require a permit applicant submit construction plans and documents in substantial compliance with the California Building codes to the local building official. The following are guidelines for developing construction documents. *It is highly recommended that a California registered design professional be consulted when considering complex remodeling or addition projects.*

NEW! Online Electronic Submittal Required

All plans and supporting documents shall be submitted electronically using the webpage below. Please follow the instructions listed in our Electronic Plan Review Policy (G-19-33).

<http://share.elkgrovecity.org/filedrop/BuildingFileDrop>

Project Submittal 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.

Information on Plans

- Cover sheet –
 - Legal job address and APN (assessor's parcel number)
 - Contractor/Owner/Designer contact information
 - Scope of work
 - Code Edition – 2019 California Building and Residential Code and all pertinent codes
 - Total Square feet of construction – new and existing, garage, dwelling, etc.
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Information on Plans, continued

- Site Plan
 - Lot dimensions and parcel size
 - Building location with appropriate setback distances to property lines and or easements
 - Any other pertinent site information
- Grading and Drainage Plan – if required must be prepared by a California registered Civil Engineer.
- Floor plans
 - Room uses
 - New and existing areas
- Structural Plans
 - Wall sections and details
 - Foundation plan
 - Shear/braced wall details
 - Load path and connection details
- HVAC, Plumbing and Electrical plans may be required
- Appropriate Energy Compliance Forms
www.energycodeace.com may assist you in knowing what forms are required for your project.

Fees

Building fees are based on the square footage of the area being improved and/or altered. Building permit related fees will be based on the total value of all construction work (including labor and materials). Consult with a permit technician for details.

Application Forms

An Application for Permit form may be obtained at www.elkgrovecity.org or requested at the Building Safety & Inspection office located at:

8401 Laguna Palms Way
Elk Grove, CA 95758
916.475.2235

bldonline@elkgrovecity.org
www.elkgrovecity.org