

# Development Services

## Building Safety and Inspection

### Plan Submittal – Residential Remodels and Additions

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

September 2022

#### 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 eTrakit online permit portal. To access the portal, you must first register. Please reference the link below for registration instructions:

[https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server\\_109585/File/Departments/Building/2019%20Forms%20and%20Handouts/eTrakit%20Online%20Building%20Permit%20Program-2.pdf](https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_109585/File/Departments/Building/2019%20Forms%20and%20Handouts/eTrakit%20Online%20Building%20Permit%20Program-2.pdf)

Once registered, you can access the eTrakit permit portal using this link: <https://elgr-trk.aspgov.com/eTRAKIT/>

#### **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

##### ***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](http://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](http://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](mailto:bldonline@elkgrovecity.org)  
[www.elkgrovecity.org](http://www.elkgrovecity.org)