

Submittal Requirements-Residential Projects

New One- and Two-Family Residence:

- ❑ (1) Permit application
- ❑ (3) Three sets of signed construction drawings (minimum size 18" x 24")
- ❑ (3) Three sets of fire sprinkler plans (This can be a deferred submittal)
- ❑ (1) One coversheet and Floor Plan to scale with exterior dimensions on 11"x 17"
- ❑ (1) One site plan to scale on 11" x 17" showing street frontage and adjacent lots with addresses (This is only needed if your lot does not have an address already assigned)
- ❑ (2) Two sets of Structural Calculations
- ❑ (2) Two sets of Energy Calculations (Title-24 Documentation)
- ❑ (2) Two sets of Truss Calculations (If manufactured trusses are being utilized)
- ❑ (2) Copies of a soils report (Permit Center staff can determine if this is required for your project)
- ❑ (1) Zone 7 Impervious Surface Worksheet
- ❑ Title Report – no more than 6 months old

Additions/Accessory Dwelling Units:

- ❑ (1) Permit application
- ❑ (1) Address Assignment Application (ADU only)
- ❑ (2) Two sets of signed construction drawings
- ❑ (3) sets of fire sprinkler plans. If existing house is already fire sprinklered, this can be a deferred submittal
- ❑ (1) One coversheet and Floor Plan to scale with exterior dimensions on 11"x 17"
- ❑ (2) Two sets of Structural Calculations (Exception: Existing buildings and additions that meet conventional light-frame construction are not required to be engineered. Permit Center staff can determine if this exception applies to your project)
- ❑ (2) Two sets of Energy Calculations (Title-24 Documentation)
- ❑ (2) Two sets of Truss Calculations (If manufactured trusses are being utilized)
- ❑ (1) Stormwater Checklist – Single Family Dwelling
- ❑ (1) Zone 7 Impervious Surface Worksheet
- ❑ Title Report – no more than 6 months old

Alterations and Remodels:

- ❑ (1) permit application
- ❑ (2) Two sets of signed construction plans
- ❑ (2) Two sets of structural calculations (Only if bearing walls are being altered or removed; or other structural elements are being altered)
- ❑ (3) sets of fire sprinkler (If existing system is being altered. This can be a deferred submittal)

Note:

* When a second story addition is being built over an existing first story, plans must be designed and stamped by a licensed architect or engineer. (Exception: Existing buildings and additions that meet conventional light-frame construction are not required to be engineered. Permit Center staff can determine if this exception applies to your project)

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