



Residential Remodels Additions and Alterations

Plan Check Submittal

Residential Additions/Alterations

Design Criteria

- ✓ Seismic Design Category "D" (Most cases)
- ✓ Basic Wind Speed for dwelling is 110mph & 100mph for uninhabitable accessory structures. When the prescriptive lateral design methodology of CRC Section 602.10 is utilized then the ASD wind speed is 85mph shall be assumed
- ✓ Exposure B or C
- ✓ Maximum rain intensity (1-1/2" per hour)
- ✓ 2019 Edition of the CEC, 2019 Editions of the CBC, 2019 Edition of the CPC, CMC and 2019 Edition of the CFC; and City of Rohnert Park Municipal Code Title 15.
- ✓ California Code of Regulations Title 24 Accessibility Regulations
- ✓ Soils Report per IBC Section 1801
- ✓ 2019 CEC Energy Efficiency Standards, Climate Zone 2
- ✓ Residential Fire Sprinklers per NFPA and Rohnert Park Municipal Code Title 15, Chapter 15.28

Drawing Criteria

Preferably, drawing shall be limited in size to 24 by 36 inches maximum. Plans must be clear and legible; **illegible plans will not be accepted**. Preferred scale; ¼ inch per foot for structural and architectural; 1 inch = 20 feet for site plans.

Plans must be wet signed by preparer on each page unless prepared by owner. Architects/Engineers must affix their seal and wet sign every page of drawing for which they are responsible (only cover sheet of supporting documents or calculations needs to be stamped & wet signed.)

Required Submittal Plan Documentation

General Information /Building Analysis cover sheet(s)

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record
- Assessor's parcel number
- Total square footage of building and improvements (existing and new)
- Vicinity map, location and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Conditioned floor area
- Electrical service equipment size

Plot/Site Plan

- Lot dimension showing entire parcel and property lines
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify building orientation with north arrow
- Direction arrows showing drainage on property
- Show location of electric meters/service, water supply shutoff, building sewer cleanout, driveway, gas meters, and easements, right-of-ways, etc.
- When submitting plans for an addition the designer must provide calculations on the plot plan sheet to show that the addition complies with the Zoning Ordinance requirements for Floor Area Ratio.
- Pad elevation (certification of the pad elevation and soils compaction test results for the pad construction, is required.)
- Drainage pattern(s) including erosion and sediment control measures
- Top of curb elevations
- Slopes and retaining walls
- Existing and/or new frontage improvements (curb, gutter, sidewalk, fire hydrants, street lights, catch basins, etc.)
- Sewer lateral, water service(s)
- Property line dimensions
- Building setback lines
- Reference topography datum
- North arrow with bar scale
- Reference applicable City of Rohnert Park construction standards
- State the cut and fill quantities on the title sheet

Architectural/Structural Plans

- Floor plan (show each floor drawn to scale and fully dimensioned for new and existing)
- Show size of all openings, show existing windows to be removed, indicate direction of door swing
- Show location of all stairways
- Identify uses of all rooms
- Reference to section details
- Show location and type of occupancy separations
- Show locations of items (walls, etc) to be demolished

Floor/Wall/Roof framing plans (including truss layout)

Exterior Elevations

Details (architectural/structural)

- Cross sections
- Bracing Details
- Framing Details
- Handrails and guardrails along with support details
- Stair details
- Structural material specifications
- Flashing Details
- Door/window schedules (list size and type)
- Show tempered window locations on elevations
- Footing details (piers, grade beams, etc)
- Structural connections (hold downs, straps, etc)
- Tie-in connections for footings
- Fire-resistive assemblies and associated penetration details
- Tie-in connection details for roof and walls

Electrical Plans

- Electrical load calculations and panel schedule for existing and proposed loads. Provide electrical panel schedule for new equipment.
- Floor plan showing all electrical item locations which include lighting & switching, receptacles and GFCI receptacles, mechanical equipment and disconnects, distribution panel locations, and exit signage/lighting locations
- Show location of electric service panels.
- List of all light fixtures shall comply with CA Energy Code Table 150.0-A or CA Energy Code Appendix JA8.

**Ceiling plan (if necessary) showing all ceiling fixtures, diffusers, and registers.
Plumbing and Mechanical plans as necessary.**

Green Building Ordinance

- All residential additions are subject to the requirements of the CALGREEN requirements
- A copy of the Pre-permitting Application must be printed on the plans and submitted as a separate 8.5" x 11" document.
- A copy of the Cal Green Building Checklist must be printed on the plans and submitted as a separate 8.5" x 11" document.

OTHER SUBMITTAL REQUIREMENTS

- Two sets of structural calculations, **when required**, stamped and signed by California licensed architect or registered engineer.
- Two sets of truss calculations, **when required**, stamped and signed by California licensed architect or registered engineer.
- Two sets of energy calculations, signed by designer and/or owner
- For alterations to existing buildings for which HERS field verification is not required, including, but not limited to water heater and window replacements, and for additions to existing residential buildings that are less than 300 square feet a certificate of compliance document is not required. All other projects will require a certificate of compliance.
- One 8-1/2" X 11 (or same size as architectural drawings) floor plan for Assessor
 - ❖ Floor plan depicting scaled dimensions
 - ❖ Site/Plot Plan
- Copy of Health Department approval (if applicable)
- Planning Department approval (Use permit, Planning Commission resolution, etc)
- Asbestos documentation
- Special inspection form (if applicable, to be filled out by the Engineer of record)
- Soils Report
- Floor plan depicting scaled dimensions
- Site/Plot plan
- Residential Additions that add more than 50% of the original floor area of the building, including all floor levels and garage, must retrofit the entire house with a fire sprinkler system. Newly constructed detached residential garages and detached accessory structures, 200 sq. ft. or more in area, require the installation of a fire sprinkler system. Contact Fire Services for further details.
- Section 1808.6.2.1(B) Slab-on-grade foundations:
Except for residential additions of five hundred feet or less and Group U buildings of five hundred square feet or less, all foundation designs shall reference a current site specific soils investigation report. The allowable area requirements of this subsection may be increased to one thousand square feet for R-3 construction when a request is submitted in writing to the Building Official and the Building Official approves such request.

Notes:

- Multiple pieces of information can be combined on plans for simple buildings if clarity is maintained. This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may

have to review and approve plans before permits can be issued.

- The scope of work involved with residential improvements varies greatly. In some situations, many of the drawings and much of the detailing outlined above may not be necessary. Please feel free to contact our Building Department staff for more specific direction or clarification.
- It is strongly recommended that you and/or your designer discuss your proposed project with staff representatives from the Planning and Engineering Departments before commencing with design documents and plans. The presence of right-of ways, setbacks, and requirements for floor area ratios may have an adverse impact on your project.