Contra Costa County
Department of Conservation and Development, Building Inspection Division
30 Muir Road, Martinez, CA 94553
Phone: (925) 674-7200 Fax: (925) 674-7244 Web: www.cccounty.us/dcd

RESIDENTIAL (NEW, ADDITION & ALTERATION) PLAN SUBMITTAL REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

Plans should be drawn to 1/4" = 1'-0" scale on 18" x 24" min. sized paper and must be of sufficient clarity to indicate the nature and extent of the work. Building designs must meet current codes (2013 California Building, Residential, Electrical, Mechanical, Plumbing and Green Building Standard Code and Title 24 energy design requirements.) A full plan submittal is required for all work, including the FULL scope of ALL work that is proposed. This check list will assist you with the permit application process, **but is not meant to be all inclusive and all of the items noted may not be required. Please contact our office for more information.**

☐ **Provide Architectural, Mechanical, Electrical and Plumbing Drawings (3 sets are required):**

- Provide complete **Plot Plan**, showing the following:
  - Outline of entire property (all property lines included).
  - Building set-backs (all proposed and new) from all property lines-front, rear, and sides.
  - Adjacent public or private streets/roads.
  - Easements (nature and location).
  - All structures (indicate size, location and use for both existing and proposed).
  - North arrow on plan.
  - Location, species, drip lines and trunk diameters of all trees within the vicinity of any proposed improvements.
- Provide **Floor Plan(s)** and **Roof Plan**:
  - Indicate use and show dimensions of all rooms.
  - Show all interior & exterior walls. Indicate whether all interior walls are finished.
  - Show locations and sizes of all doors and windows.
  - Show locations of HVAC unit, registers and return air.
  - Electrical outlets, lights, switches, smoke detectors, electrical panels & amperage.
  - Plumbing fixtures (water heaters, toilets, showers, bathtubs, sinks, etc.).
  - Appliances (dishwashers, garbage disposal, clothes washer/dryer, oven, stove top, range, etc.).
  - Exterior landings, decks, stairs.
  - Indicate roof pitches (this can be shown in the structural roof framing plan).
- Show all **Elevations (views):**
  - Show all sides of subject structure (label existing and proposed front, rear, side, etc.).
  - Show building height in feet.
  - Roof pitch and roofing materials.
  - Indicate window sizes.
  - Indicate all exterior materials.
- Provide building cross section(s) as necessary.
- **Water-conserving plumbing fixtures are required when existing property built on or before 1/1/1994 is undergoing additions, alterations or improvements. Please contact our office for further information.**

☐ **Provide 2 copies of Title 24** Energy Compliance forms and calculations:

- If HERS Verification is required, must submit registered watermarked copies of report.
- All compliance measures must be incorporated into the plans.

☐ **Cal Green Compliance:**

- Submit compliance documentation, schedule and check lists showing compliance for new construction, and addition or alterations which increase condition area, volume or size.
- Incorporate these items into plans.

☐ **Survey Letter** will be required from a licensed surveyor or civil engineer at the "Foundation Forms" inspection.

- Required for new residences, additions.
- The letter shall state "Structure is placed according to the approved set of plans".

☐ **Structural: Required drawings, calculations and document submittals:**

- Provide structural calculations (2 sets) and drawings (3 sets) stamped and signed by a California licensed civil/structural engineer or architect. When design is based upon conventional construction requirements of the California Residential Code (CRC), calculations are not required and drawings need not be stamped and signed by an engineer or architect.

- Provide **Foundation Plan.**
  - Show on plan locations of all foundations, retaining walls, slab-on-grade, shear walls/braced panels and holdowns.
  - Show locations of vents, under floor access and Ufer ground.
  - **Soil report may be required**. Please contact our office for further information. Provide 2 copies when required.
- Provide **Floor Framing and Roof Framing Plans**.
  - Show locations, sizes, spacings and material types/grades of all floor and roof framing members.
  - Pre-manufactured floor framing/roof trusses (if used) should be clearly located on plans.
  - Pre- manufactured floor framing/ roof truss calculations and drawings, including layout plan(s), should be submitted, with the stamp and signature of a California licensed civil/structural engineer, for approval prior to installation. The engineer-of-record of the building should review this prior to submittal.
  - Show floor and roof sheathing thicknesses and structural grade.
- Show on plans, locations of all shear walls/ braced panels.
- Provide **adequate details** to represent the structure. Some requirements are given below:
  - Foundation details showing dimensions, embedment in soil, reinforcing, sill plate and anchor bolts.
  - Roof/floor to shear wall/braced panel connections.
  - Fastener/nailing schedules.

☐ **Plans must be approved and stamped by the Sanitary District serving the property.**
- Properties with septic systems must also provide clearance from Contra Costa County Environmental Health (925) 692-2500.
- See BI District Contact List.

☐ **School District Fee Receipt**
- Specific school districts have a fee levied on all new dwellings and additions over 500 square feet. A receipt from the school district is required prior to permit issuance. See BI District Contact List.

☐ **Plans must be approved by the Community Development Division** at the Application and Permit Center, 30 Muir Rd, Martinez CA 94553 or call (925) 674-7200 for information. If your project is located within the incorporated cities of Clayton, Lafayette, Moraga or Orinda, you will need to get approval from the respective City's Planning Department.

- Clayton - (925) 673-7340; Lafayette - (925) 284-1976; Moraga - (925) 888-7040; Orinda - (925) 253-4210; Hercules - (510)799-8200

☐ **Permit to construct in the flood plain** from the Public Works Department at the Application and Permit Center, 30 Muir Rd, Martinez, CA 94553 (925) 674-7744. See Bob Hendry.

☐ **Encroachment Permit** from the Public Works Department at the Application and Permit Center, 30 Muir Rd, Martinez, CA 94553 (925) 674-7744. See Bob Hendry.

☐ **Drainage Review required per County Ordinance No. 2013-24:**
- Provide drainage plan for projects per attached 'Drainage Plan Requirements".

☐ **Provide Storm Water Control Plan per C.3.i requirements.**
- For projects that create or replace 2,500sq ft. or more impervious surface.
- Project Data Form and Checklist must be completed.
- Projects more than 10,000sft. require more comprehensive plan.

☐ **Grading Permit** may be required per attached document.
- If a grading permit is required the following is a partial list of items to be included:
  - Site plan showing topography with 2 feet contours and showing all buildings/structures in this property and adjacent properties affected by the proposed work.
  - A vicinity map and boundary lines showing the site.
  - Cut and fill import and export quantities.
  - Detailed drainage plan.

☐ **Debris Recovery Plan and Report required for the following projects: See Attached.**

☐ **Fire District Approval** – Project may need to comply with local fire district ordinance, county ordinance, building codes, etc., for sprinklers, access and plan check. Check with applicable Fire District for requirements. See BI District Contact List.

☐ **If you are a homeowner undertaking a do-it-yourself project,** you must provide proof of property ownership and complete an Owner/Builder verification form. If you have a general contractor, he or she may obtain the building permits. Building additions less than 500 sft. may be checked over the counter.