

CITY OF CONCORD
Permit Center
(925) 671-3107

2012 SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT
New Single Family Residential Buildings, Additions and Remodels

Plan Submittal Hours: Daily 8:00 a.m. to 4:00 p.m.
Limited Services during Staff Meetings: Wednesdays 9:00 a.m. to 10:00 a.m.

This is a list of minimum requirements for single family residential projects. In unique situations, additional materials may be necessary. Please read this carefully and if there are any questions, contact the Building Division. Items maybe combined on the same sheet where space allows and clarity of information is not effected.

NOTE: All sheets of plans and documents shall include the project address, the name and address of the qwner, and the name and address of the designer.

All copies of plans and documents shall be "**wet signed**" by the appropriate architect, and/or engineer (i.e. original signature and stamp is required on each copied sheet) as required by the Business and Professional Code. Plans prepared by a property owner or designer shall be identified as such.

Front Cover Sheet shall show:

Code Editions: 2010 CBC, 2010 CEC, 2010 CPC, 2010 CMC & 2010 California Energy Code

Scope: (Example) – Addition, Interior Remodel, New Single Family Residence, etc.

Occupancy Type:

Number of Stories:

Floor Square Footage: Living, Garage, Other

Energy Design Method Used:

Seismic Design Category Factor: D or E

Sprinklers: Yes/No

Geotechnical report: Yes/No

Engineered Calculations: Yes/No

Light-Weight Conventional Construction: Yes/No

Deferred Submittals: List all deferred items

Submit 3 copies of the following documents (4 copies for properties in flood plain or bordering on a creek or water channel) on paper measuring 18" x 24" minimum. **Note: 4 copies of site plan required for subdivision submittal only (wet stamped and signed).**

****A SOILS COMPACTION REPORT BY A LICENSED ENGINEER SHALL BE PROVIDED IF AN EXISTING STRUCTURE IS DEMOLISHED IN ORDER TO REBUILD A NEW STRUCTURE *****

1. **PLOT PLAN: -- 3 copies of site plan required (4 copies required for subdivisions only – wet stamped and signed)**

- ◆ The minimum acceptable scale is 1/8" = 1'.
- ◆ Show a north arrow.
- ◆ Show the property lines and lot dimensions.
- ◆ Show all existing and proposed structures and the distances between each (including accessory buildings, decks, pools, spas and sheds). Clearly distinguish between what is existing and will remain, what is existing and will be removed, and what is proposed as new.
- ◆ Show lot area, allowable lot coverage, and proposed lot coverage.

- ◆ Show existing and proposed front, side and rear setbacks.
- ◆ Show all easements including those for public utilities, sanitary sewer, storm drains, and the street right of ways.
- ◆ Show driveways and adjacent streets.
- ◆ Show the type and location of all major landscaping (trees, screening, and shrubs) to be retained or removed and all proposed landscaping.
- ◆ Show building pad elevations and finished floor (this is not required for additions to existing buildings unless the property is located in the 100 year flood plain)
- ◆ Show locations of existing and proposed roof down spouts
- ◆ Show graphically (by arrows) drainage away from the building foundation and, if applicable, conform to the geotechnical report's recommendations for site drainage and roof drainage disposal.
- ◆ Show locations of wells, septic tanks including leach fields
- ◆ Show locations of retaining walls

2. FLOOR PLAN: -- 3 copies required

- ◆ The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- ◆ Include plans for all existing and proposed structures. Clearly distinguish between what is existing and what is proposed.
- ◆ Show dimensions for all existing and proposed rooms and indicate use.
- ◆ Show dimensions for all doors, windows and cabinets.
- ◆ Locate electrical features including electrical outlet locations, light fixture and fan locations, light switch locations, main electrical service location, sub-panel & attic furnace lighting and switches. Clearly label GFCI in kitchens, garages, bathrooms, laundry area and exterior outlets. Label AFCI in all bedrooms (all outlets, switches & smoke detectors). Clearly label fluorescent lighting and incandescent lighting on the plans.
- ◆ Plumbing fixtures including water heater location, sinks, bathtubs, showers, toilets water service location, gas meter location, exterior hose bibs
- ◆ Heating appliances including furnace locations, air conditioner location, supply and return air locations for each area, exhaust fans/hood locations....
- ◆ Show location of attic access opening minimum 20"x30"
- ◆ Show location of attic access opening for furnace to be large enough to remove the largest piece of equipment (22"x30" minimum).
- ◆ Show cross-section of the attic area at the location of the attic-mounted furnace showing all working areas, catwalks & headroom: continuous, solid flooring at least 24-inch wide to extend from the access to the equipment with 30"x30" in front of the entire firebox side.
- ◆ Provide under-floor and attic access calculation on plans
- ◆ Show skylights, fireplaces and other special features.
- ◆ Provide window and door schedule – Indicate Tempered Glazing & Egress windows on schedule
- ◆ Fireplace and Chimney: Note on the plans manufacture, model & ICC report number of zero clearance fireplaces. Provide manufacture's instruction at job site for inspection. Provide details for masonry chimneys for thickness, seismic anchorage to roof/floor framing, reinforcement and foundation. Hearths for masonry fireplaces are to extend at least 16 inches in front and at least 8 inches beyond each side of the fireplace opening. Where masonry fireplace openings are 6 feet or greater, the hearth extension is to extend at least 20 inches in front and at least 12 inches beyond each side of the fireplace opening. Hearth extensions for factory-built fireplaces are to be constructed according to the manufacture's installation instructions.

3. FOUNDATION PLAN: -- 3 copies required

- ◆ The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- ◆ Show the foundation layout (foundation location, piers, grade beams, cross reference to related details, etc.).
- ◆ Show location of under-floor access minimum 18" x 24"

- ◆ Indicate the size and number of foundation vents required for under-floor ventilation.
- ◆ Show the floor construction including floor framing size, spacing, reinforcing steel, and floor covering.
- ◆ Include calculations for any manufactured floor truss system.
- ◆ Show separate floor framing plans for each story.
- ◆ Geotechnical reports are required for all basements.

4. CROSS SECTION DRAWINGS: -- 3 copies required

- ◆ The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- ◆ Show the foundation system, the wall system and the roof system.
- ◆ Show the construction of structural members and their connections.
- ◆ Show a minimum of at least two complete longitudinal and transverse cross-sections of new construction.
- ◆ Provide details of stucco application. Provide weep screed details at all locations including porch, patio, garage, & built up stucco columns. The screed is to be placed a minimum of 4" above the earth or 2" above paved areas. Specify 2-layers of Grade "D" paper under the cement plaster covering when applied over wood sheathing.

5. EXTERIOR ELEVATION DRAWINGS: -- 3 copies required

- ◆ The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- ◆ Show the appearance of all exterior walls, roofs, doors, and windows, and indicate the materials to be used.
- ◆ Clearly distinguish between existing and proposed construction. Provide notes indicating the building colors shall reflect, or be complementary to, the color scheme of the dwelling, and the trim detailing, including but not limited to fascia, window trim, and door trim shall reflect and be complimentary to the trim detailing of the dwelling.
- ◆ Indicate roof pitch.
- ◆ The roofing and siding materials shall be the same as the roofing and siding materials that are predominant on the dwelling.
- ◆ Provide one color photograph of each existing exterior elevation.
- ◆ Fireplace or Chimney: Note on the elevations that the top of the chimney is to be a minimum of two feet above the roof located within ten feet measured horizontally. Provide spark arresters at chimney.

6. ROOF PLAN: -- 3 copies required

- ◆ The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- ◆ Show ridges, hips, valleys, skylights, and the size and spacing of roof/structural members.
- ◆ Show location and framing details for any proposed skylights.
- ◆ Show the roof pitch.
- ◆ Wet signed calculations for any manufactured truss system are required to be approved before delivery of trusses to the construction site.
- ◆ The roofing and siding materials shall be the same as the roofing and siding materials that are predominant on the dwelling.

7. TITLE 24 ENERGY DOCUMENTS: -- 2 copies required

- ◆ Energy documents are required for most projects.
- ◆ Show complete energy audit documentation for new single family residences or construction deviating from minimal mandatory measures.
- ◆ Include 2 wet signed CF-1R and MR-1R forms (available in the Building Department).

8. STRUCTURAL CALCULATIONS: -- 2 copies required

- ◆ Calculations are necessary for all two-story structures, basements, retaining walls over 4' and any non-conventional construction. **Provide 2 wet signed copies.** All design features of the structural calculations shall be incorporated on the construction plans and shall be signed by the engineer that prepared the structural calculations.

9. GRADING AND DRAINAGE PLAN: -- 3 copies required

(FOR NEW HOMES, BASEMENTS, AND ADDITIONS LARGER THAN 1000 SQUARE FEET TO THE GROUND FLOOR)

- ◆ Identify elevation at street and neighboring property lines
- ◆ Identify elevations on adjoining properties to nearest structure or 10 feet minimum
- ◆ Identify pad elevation
- ◆ Identify finished floor elevation
- ◆ Identify lot drainage pattern
- ◆ Identify existing and proposed contours
- ◆ Stamped and wet signed by registered California Civil Engineer
- ◆ Pollution Prevention Plan that identifies control measures to minimize flow of silt offsite, dust and mud control, wash out location for concrete trucks/mixing equipment, and covered material storage areas including excavation materials

10. SEWER CONNECTION PERMIT:

- ◆ Attach copy to submittal application.
- ◆ Copies of connection permits obtained from Current Development Division.
- ◆ When public facilities for the sanitary sewer are not available, a permit to install a septic tank shall be obtained from Contra Costa County Environmental Health before a building permit will be issued

11. DEMOLITION PERMIT:

- ◆ A separate demolition permit is required for the complete and sometimes partial removal of any structure, and must be finalized prior to the issuance of the building permit. Utility companies and other agencies must sign-off on the demolition permit application. Therefore, it is recommended that you begin the demolition permit process as early as possible.
- ◆ The demolition permit application package can be obtained from the Building Department.



*****IF PROJECT IS IN A CONDOMINIUM, PLANNED UNIT DEVELOPMENT, OR OTHER MULTI-FAMILY COMPLEX WITH AN OWNER'S ASSOCIATION, YOU MUST PROVIDE EVIDENCE DEMONSTRATING THAT THE OWNER'S ASSOCIATION HAS APPROVED THE PROJECT.*****

PLEASE INQUIRE AT THE BUILDING DIVISION IF THERE ARE ANY QUESTIONS ABOUT MATERIALS TO BE SUBMITTED FOR A SPECIFIC PROJECT.

BEFORE ANY PERMITS INVOLVING ADDITIONAL SQUARE FOOTAGE ARE ISSUED, SCHOOL IMPACT FEE FORMS NEED TO BE PROCESSED. YOU MAY PICK UP THE APPROPRIATE SCHOOL FORMS AT THE BUILDING DIVISION.

