



**Residential – New
Residential - Addition
Required Design Documents**

**Design Documents
DD-RNEWandRADD**
Effective: December 16, 2021
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

REQUIRED DESIGN DOCUMENTS

This is a list of minimum requirements for new residential projects and residential additions for the Building Division. In some situations, additional materials may be necessary based on the project scope. Applicants shall also coordinate with the [Planning](#) and [Engineering](#) Divisions regarding their requirements.

DRAWINGS (Submit a complete PDF set with all disciplines in a single file. PDF sheet sizes should be the actual size they were drafted at (not reduced). All sheets of plans and documents shall include the project name, project address, and designer’s information. All copies of plans and documents that are prepared by an architect or engineer shall be stamped and signed by said architect or engineer as required by the Business and Professions Code. Plans prepared by a property owner or designer shall be identified as such.)

- COVER SHEET:** Including project name, project address, assessor’s parcel number, zoning, current codes, project description/scope of work, occupancy classification, construction type, number of stories, areas, energy design method, seismic design category, fire sprinkler requirements, geotechnical report requirements, engineering calculations requirements, light-weight conventional construction requirements, list of deferred submittals, and table of contents listing all the plan sheets with content, page numbers, date prepared,.

Project Name:

Project Address:

Assessor’s Parcel Number:

Zoning:

Code Editions: 2019 CBC, 2019 CRC, 2019 CEC, 2019 CMC, 2019 CPC, 2019 CEngC, 2019 CalGreen

Scope: (Ex.) – Addition, New Single Family Residence, Accessory Dwelling Unit, etc.

Occupancy Type:

Construction Type:

Number of Stories:

Floor Square Footage: Living, Garage, Other

Energy Design Method Used: Prescriptive/Performance

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

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- CIVIL PLANS:** Should be drafted at an engineering scale and legible. For **NEW** residential projects provide comprehensive plans and details addressing all civil work. Show grades, existing and proposed elevation contours, lot drainage pattern, sections, utilities, street curbs, paving, building pad elevations, retaining walls, drainage systems and details, etc.. Provide a 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. If the project creates and/or replaces one acre or more of impervious surface, hydro modification will be required. Provide calculation, demonstrating management of post-project runoff flow and durations, so that they are maintained to levels of the pre-project condition. The same set of civil plans should be submitted to the engineering division as part of the site development permit.

- SITE PLAN:** Drawn at common engineering or architectural scale (such as 1"= 20' or 1/8"=1') with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
 - Table with the following information:
 - Total lot area in square feet.
 - Total square footage of existing building and garage areas
 - Total square footage of existing accessory structures and buildings including covered porches, sheds, carports, trellises, etc. in square feet (decks and patios can be excluded)
 - Total square footage of proposed improvements
 - Lot coverage including existing buildings, proposed improvements, and accessory structures. Calculation must include eaves/roof overhang. Include square footage and percent lot coverage.
 - Dimensioned property lines with lengths noted in feet.
 - Required setbacks for the applicable zoning district (front, side, rear, and corner side).
 - Location and dimensions of all existing and proposed building(s) and structure(s). Differentiate proposed changes with cross-hatching/shading or other notation. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages, carports, and sheds. Label all structures and indicate the structures to remain and the structures to be removed.
 - Dimensions of setbacks between the existing a proposed building(s) and structures(s) from the property lines, and between other buildings and structures.
 - Location of streets, curb cuts, sidewalks, driveways, landscaping, and parking areas.
 - Point of connections for utilities.



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If Applicable

- Location, dimension and purpose (i.e. water, sewer, access, etc.) of all easements.
- Location of wells, septic tanks including leach fields
- Location of retaining walls
- Location of all natural features such as creeks, waterways, ponds, drainage swales, wetlands, etc.

- ARCHITECTURAL PLANS:** (indicate scale, minimum 1/4" = 1'-0") Floor plans identifying all rooms/areas and uses; access and exit routes; buildings sections; details of all fire-rate assemblies; stairway, handrail and guardrail details; window schedule; door schedule; room finish schedule; exterior building elevations and exterior wall covering specifications (when exterior changes are proposed); T-24 Energy Code Elements (window U-factor and SHGC, insulation, radiant barrier, lighting, etc.); etc..
 - Floor Plans (For additions show existing and proposed)
 - Roof Plan
 - Elevations (For additions show existing and proposed)
 - Cross-Sections
 - Details

- STRUCTURAL PLANS:** (indicate scale, minimum 1/4" = 1'-0") Provide comprehensive plans and details addressing all structural work.
 - Foundation Plan
 - Floor Framing Plan
 - Roof/Ceiling Framing Plan
 - Cross-Sections
 - Details
 - Lateral Force Resisting System-Provide complete detailing of shearwalls: Specify locations and lengths on plans. Provide sections or details of shearwall attachments at roof, floor, and foundations locations. Specify sheathing and nailing requirements.

- MECHANICAL PLANS:** Schematic mechanical plans and/or specifications identifying the size and location of all new and/or altered heating, ventilating, and air-conditioning equipment; supply and return air registers; etc..

- ELECTRICAL PLANS:** Schematic electrical plans which identify the location and capacity of the electric meter, main service panel, sub-panels; locations of all new and/or altered receptacles, switches, lighting fixtures (reflected ceiling plan), smoke detectors, carbon monoxide detectors; load panel calculation; etc..



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PLUMBING PLANS: Complete plumbing plans sufficient to show the size and location of all new and/or altered plumbing fixtures, fixture flow rates with CalGreen compliance, appliances, piping, pipe size calculations (waste/vent, water); indicate whether appliances are gas operated, electric or otherwise; etc..

CALIFORNIA GREEN: Provide a CalGreen Checklist on the plans.

CALCULATIONS (Submit a complete set of calculations as a PDF in a single file)

STRUCTURAL CALCULATIONS: Required unless design strictly conforms to the California Residential Code. Manufactured truss calculations, configurations, erection plans, and bracing requirements can be a deferred submittal.

ENERGY DESIGN AND FORMS: Provide complete Title 24 energy compliance documents. Certificate of Compliance forms should be printed on the drawings to ensure all required signatures are provided.

GEOTECHNICAL/SOIL REPORT (Submit geotechnical/soils report as PDF in a single file)

A geotechnical/soils report will be required when any of the following conditions apply:

- Construction of a new home
- The site slope exceeds 1V:3H per CBC provisions
- The engineer or architect incorporates allowable design values higher than that associated with the allowable design values corresponding to Class of Materials Item 5 of CBC Table 1806.2.
- The site is located within an Alquist-Priolo Special Studies Zone.
- The site has a history of soil related problems (e.g., creep, settlement, lateral spreading, expansive soil, etc.)

A soils compaction report by a licensed engineer shall be provided if an existing structure or portion of an existing structure is demolished in order to build, rebuild, or add to a structure. A pad certification is required for all new homes.

OTHER DOCUMENTS (Contact agencies directly as separate permit and review requirements may apply.

Building permits will not be issued without required approvals)

CITY OF CONCORD PLANNING DIVISION: Additional documents or details may be required by the Planning Division such as photos, fence plans, landscape plans, lighting plans, etc. Additional documents or separate applications may be required by the Planning Division for projects which require a discretionary review and approval. Contact the [Planning Division](#)



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at zoning@cityofconcord.org or (925) 671-3152 to confirm submittal process and requirements.

- CITY OF CONCORD ENGINEER DIVISION:** For residential additions and ADUs civil site plans are not required. However, an encroachment permit through the Engineering Division will be required if there will be any work within the public right of way as part of the proposed work. Contact the Engineering Division for documents required for encroachment permits. For new homes a site development permit through the Engineering Division will be required. As part of the site development permit the applicant will be able to perform site grading, utility connections and the work within the public right of way. Contact the Engineering Division for documents required for site development permits.
1950 Parkside Drive, Concord, CA 94519 (925) 671-3425
- CONTRA COSTA FIRE DISTRICT:** Fire district approval is required for new residences, detached ADUs, and additions that trigger fire sprinklers. See [Fire Sprinkler Triggers for Single-Family Residences](#) for where fire sprinklers are required. Plans must be submitted to the fire district separately. Provide approval letter or drawings stamped approved from the fire district. Building permits will not be issued without CCCFPD approval.
4005 Port Chicago Hwy, Concord, CA 94520 (925) 941-3300
- BAY AREA AIR QUALITY MANAGEMENT DISTRICT:** A BAAQMD permit is required when any renovation involving the removal of 100ft² or more, 100 linear feet or more, or 35 cubic feet of asbestos and demolition regardless of asbestos content. Provide copy of the permit. Building permits will not be issued without BAAQMD approval.
(415) 749-4762
- CENTRAL CONTRA COSTA SANITARY DISTRICT:** CCCSD approval is required for locations within the City of Concord where CCCSD owns the sewer lines. Contact the city engineering division to verify if a project falls within a CCCSD area. Provide approval letter or drawings stamped approved from the sanitary district. Building permits will not be issued without sanitary district approval.
5019 Imhoff Pl, Martinez, CA 94553 (925) 229-7371
- CONTRA COSTA COUNTY ENVIRONMENTAL HEALTH:** 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. Provide approval letter or drawings stamped approved from the health department. Building permits will not be issued without health department approval.
50 Douglas Drive Suite 310, Martinez, CA 94553 (925) 692-2500