Plan Submittal Checklist
Residential Roof Re-pitch

Purpose
This handout summarizes the requirements for a complete plan submittal for residential re-pitch and re-roofs projects. Current code regulations require building permits when buildings or structures are constructed, altered, repaired, moved, converted or demolished before commencing any work.

Plan Submittal for Construction
Quantity
■ Three (4) complete and signed plan sets (4 plan sets when planning review is required).
■ Two (2) sets of manufactured roof truss calculations (if applicable); truss-review letter signed by engineer of record (if necessary).
■ Plans are required to be designed by a California registered engineer or architect, unless proposed construction is conventional and adheres to the 2019 CRC prescriptive requirements.
■ Complete Building Permit Application form and plan check fee paid upon submittal of plans. These will be distributed to the Building and Planning Units.

Plan Information Requirements
Plans shall be drawn to scale, fully dimensioned and legible on minimum 11-in x 17-in sheets.

COVER SHEET
• Legal job address and A.P.N. (assessor’s parcel number).
• Name, address and phone number of owner, contact person, designer or design professional.
• Complete description of work; Page Index; Zoning.

• Current applicable codes; type of construction; existing fire sprinkler system.
• Itemized square footage for new covered patios and porch areas.

SITE PLAN
• Lot dimensions and building setback distances to property lines and adjacent buildings.
• Eave over hang dimensions.

Foundation Plan
• Existing footings and slab
• New footings and details (if applicable)

FLOOR PLAN
• Existing wall and room uses.
• Separation wall (1/2” gypsum board) between garage and dwelling shall extend to roof sheathing or shall cover the garage ceiling and vertical separation wall. Provide 5/8” type-X at ceiling if there is living space above.
• 22-in x 30-in minimum attic access.
Where mechanical units are located in attic, see 2019 California Mechanical Code.

Ventilation: The total net free ventilating area shall not be less than 1/150 of the area of the space ventilated except that reduction of the total area to 1/300 is permitted provided that at least 50% and not more than 80% of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above the eave or cornice vents with the balance of the required ventilation provided by eave or cornice vents.

• Battery-type smoke detectors required in each sleeping room and in the immediate vicinity of the area leading to the sleeping room(s).
• Battery-type carbon monoxide alarm(s) shall be located outside each separate sleeping room area in the immediate vicinity of the bedroom(s).
• Show all new electrical (fixtures, receptacle outlets, switches, panels).

**Exterior Elevations**
• Front, rear and side elevations depicting new roofing materials, felt, and roof slope.
• Building height.

**Roof Framing Plan**
• Existing wall layout with interior load bearing walls identified.
• Note on plans the existing roofing shall be stripped at all support locations.
• Purlin braces shall occur over interior bearing walls.
• Size and spacing of rafters, hips, ridges.
• Connection details at eave, rake, purlin braces.

**Framing Details**
• Identify bearing connections to existing exterior bearing walls.
• Detail for air conditioning unit support on the new roof OR if the unit is proposed to remain on the existing roof, show the required clearances from the new structure, proper flashing and positive drainage.
• Location of any skylights, framing details, specs.

**Other Details**
• R-38 ceiling insulation (not required if existing roof structure will remain in place).
• Show plumbing and appliance vent details properly flashed (non-conforming appliance vents shall be completely replaced).

• Masonry chimney extension (if applicable); reinforce with 4 - #4 vertical bars and lap existing bars 20-in by breaking back chimney. #3 bars shall be placed at intersections and at each 18-in vertically and two at top terminal.

**Fees**
Building fees are based on the total valuation of all construction work (labor and materials included). Consult with a permit technician for details.

**Application Forms**
Building permit application forms can be obtained in the following link or requested at the Building Unit counter located on the second floor.