Plan Submittal Checklist for Residential Additions

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

Plan Requirements

Quantity
- Five (5) complete plans signed by designer or licensed professional (minimum of two wet-stamped and signed if prepared by a licensed professional)
- Two (2) sets of wet-signed and stamped structural calculations (as applicable)
- Two (2) sets of signed Title 24 energy reports
- Two (2) sets of wet-stamped and signed manufactured truss calculations; truss-review letter signed by engineer of record (as applicable)
- Complete Building Permit Application form and plan check fee paid upon submittal of plans

Buildings of light wood-frame construction (as defined by Section R202 of the 2019 CRC) may be prepared by any person if the structure is not more than two stories and basement in height. However, if the structure has unusual design features and deviates from conventional light-frame standards, it shall be designed following engineering standards. Engineered plans shall be prepared by a California licensed professional architect or engineer.

Additional Requirements
Applicants shall make separate submittals directly to other local utility companies and county agencies as applicable.
- Yolo County Health Department (when installing a septic system or well)
- Separate plan submittal and permits are required for site installation of swimming pools, spas, or accessory structures (i.e., sheds, playhouses, trellises, gazebos, covered patios).
- For additions exceeding 500 Ft² refer to Engineering site requirements on New SFD Residential Buildings handout.
- For additions that increases the floor space of an existing building by more than 4,000 Ft² shall be considered new construction for the purpose of 2019 California Green Building Standards

Minimum Plan Requirements

Size
Plans shall be drawn to scale, fully dimensioned and legible on minimum 11-in x 17-in and maximum 24-in x 36-in.

Information

COVER / TITLE SHEET AND PLOT PLAN
- Project address; Assessors Parcel Number (APN); Sheet Index
- Names, addresses and phone numbers of property owner and design professional
- All signed sheets by designer if using conventional framing design
- Written work description; current applicable codes; type of construction; occupancy classifications; if installing fire sprinkler system
- Square footage area breakdowns for existing and proposed areas (dwelling, garage, porches, patios, decks)
- North arrow; lot boundaries; easements; parcel size
- Setback distances from property lines to existing and proposed dwelling / accessory structures / easements
- Existing and proposed utility lines and connection points (water, sewer, electrical, gas, septic/well)

FLOOR PLAN
- Dimensioned floor plans identifying all room uses (distinguish between new and existing construction).
- Door / Window / Room Finish Schedules
Codes & Building Design Criteria
The City of West Sacramento Building Division enforces the following codes and design criteria:

BUILDING DESIGN
- 2019 California Mechanical Code (2018 UMC)
- 2019 California Electrical Code (2017 NEC)
- 2019 California Fire Code (2018 IFC)
- 2019 California Energy Standards
- 2019 California Green Building Standards

STRUCTURAL DESIGN
Wind Speed: www.atcouncil.or/windspeed

Exposure C should be used unless exposure B can be justified: 1) by a recognized engineering study; and 2) additional documentation in the form of aerial photos or topography maps may be required when determined by the Building Official.

Seismic Design Parameters:

ENERGY DESIGN
- Climate Zone: 12

Fees
It is recommended that you visit the Building Division counter to review all costs that may be associated with your project.

Application Forms
Building permit application forms can be obtained in the following link or requested at the Building Division counter:
www.cityofwestsacramento.org/cityhall/departments/comdev/ applications.

Separate plans and permit application shall be submitted directly to the Building Unit @ the Community Development counter.

Questions?
Planning requirements on the site or Engineering questions outside of the building’s footprint should be directed to the Planning and Engineering Services at Phone: (916) 617-4645 located in the 2nd floor