



COMMUNITY DEVELOPMENT DEPARTMENT
DIVISION OF BUILDING & SAFETY

**RESIDENTIAL ADDITIONS/REMODELS
PLAN SUBMITTAL REQUIREMENTS**

The following items are required to be completed prior to project acceptance for processing:

1. Plan check fees are required to be paid in full upon submittal (see Fee Schedule).
2. One copy of Building Permit Application, Residential Take-off Sheet and School Fee Determination form. Subcontractors List will be provided at permit issuance. **Use black or blue ink ONLY.**
3. Three (3) sets of architectural and structural plans are required including: Foundation plan and details, floor plan, roof plan, existing and proposed exterior elevations, sections cut through addition and existing structure. Site Plan with dimensions and setbacks are to be included with each set of bluelines and must include the following:
 - a. Identify on the plans all exterior fences/walls.
 - b. Identify and label all easements (i.e. easement to neighbor or water district easement)
 - c. Identify on the plans the width of any easement.
 - d. Identify on the plans all rain gutters on any eaves.
 - e. Dimension on the plans the measurement (width) of the eaves, measured from the face of the wall to the end of the face of the eave, including any rain gutters.
 - f. Include the following note on the plans and complete it confirming that no easements(s) exist on the property:

I, _____ (property owner or owner's authorized agent) confirm
(Please print) that the subject property contains no easement(s),
which restrict the use of my property.

Signature (owner or authorized agent)

Date

4. Two copies of the Engineer's Structural Calculations (if applicable).
5. Two sets of the Energy Conservation Standards including both the Title 24 Calculations and Compliance Forms.