



PLAN SUBMISSION REQUIREMENTS ADDITIONS

1. Pay \$100.00 deposit fee. This will be applied to the total permit amount.
2. Complete permit application form. Be sure to include:
 - a. Owner
 - b. Building address
 - c. All applicable contractor's information
3. Submit **PDF** of the site plan showing the location of the structure on the property. The site plan must:
 - a. Be drawn to scale
 - b. Show locations of any existing buildings
 - c. Dimension distances from proposed structure to property lines and adjacent structures
 - d. Show locations of any easements
4. Submit **PDF** of plans drawn to scale and includes:
 - a. Existing/proposed floor plan showing:
 - (1) Proposed use for each room
 - (2) Existing/proposed location and size of windows and doors
 - (3) Existing/Proposed electrical
 - b. Existing/proposed framing plans showing:
 - (1) Existing/proposed structural members
 - (2) Existing/proposed header sizes at openings
 - (3) Detail connections to existing house
 - (4) Wall and roof member sizes, types and spacing
 - (5) Wall and roof sheath thickness, type and nailing schedule
 - (6) Footing and foundation with required reinforcement
 - (7) Treated or redwood will plate w/anchor bolt size and spacing
 - (8) Solid blocking between trusses
 - c. Cross section with all applicable information showing:
 - (1) Roof and wall covering material and underlayment
 - (2) Height of walls
 - (3) Exterior wall and ceiling insulation R-values
 - (4) Attic ventilation, if required
 - (5) Attic access
 - (6) Smoke and CO detectors
 - (7) Additional items as deemed necessary by the plans examiner
5. Submit **PDF** of engineering calculations, wet-stamped and signed in a discernable color. Lateral analysis of the existing structure may be required depending on the extent of the alterations made to the existing structure.