



RESIDENTIAL REMODELS ADDITIONS AND ALTERATIONS

PLAN CHECK SUBMITTAL

RESIDENTIAL ADDITIONS/ALTERATIONS

Design Criteria

- Seismic Zone 4
- Basic Wind Speed 80 mph
- Exposure B or C
- Maximum rain intensity (1-1/2" per hour)
- 2002 Edition of the NEC, 1997 Editions of the UBC, 2000 Edition of the UPC, UMC and UFC; along with 2001 California Code of Regulations, and City of Rohnert Park Municipal Code Title 15.
- California Code of Regulations Title 24 Accessibility Regulations
- Soils Report per UBC Section 1805
- October 2005 CEC Energy Efficiency Standards, Climate Zone 2
- Residential Fire Sprinklers per NFPA and Rohnert Park Municipal Code Title 15, Chapter 15.28

Drawing Criteria

Please submit 6 complete sets of legible building plans. (One set may be of reduced size.)

Preferably, drawing shall be limited in size to 24 by 36 inches maximum. Plans must be clear and legible; **illegible plans will not be accepted**. Preferred scale; 1/4 inch per foot for structural and architectural; 1 inch = 20 feet for site plans.

Plans must be wet signed by preparer on each page unless prepared by owner.

Architects/Engineers must affix their seal and wet sign every page of drawing for which they are responsible (only cover sheet of supporting documents or calculations needs to be stamped & wet signed.)

Required Submittal Plan Documentation

General Information /Building Analysis cover sheet(s)

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record
- Assessor's parcel number
- Total square footage of building and improvements (existing and new)
- Vicinity map, location and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Conditioned floor area
- Electrical service equipment size

Plot/Site Plan

- Lot dimension showing entire parcel and property lines
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify building orientation with north arrow
- Direction arrows showing drainage on property
- Show location of electric meters/service, water supply shutoff, building sewer cleanout, driveway, gas meters, and easements, right-of-ways, etc.
- When submitting plans for an addition the designer must provide calculations on the plot plan sheet to show that the addition complies with the Zoning Ordinance requirements for Floor Area Ratio.
- Pad elevation (certification of the pad elevation and soils compaction test results for the pad construction, is required.)
- Drainage pattern(s)
- Top of curb elevations
- Slopes and retaining walls
- Existing and/or new frontage improvements (curb, gutter, sidewalk, fire hydrants, street lights, catch basins, etc.)
- Sewer lateral, water service(s)
- Property line dimensions
- Building setback lines
- Reference topography datum
- North arrow with bar scale
- Reference applicable City of Rohnert Park construction standards

Architectural/Structural Plans

- Floor plan (show each floor drawn to scale and fully dimensioned for new and existing)
- Show size of all openings, show existing windows to be removed, indicate direction of door swing
- Show location of all stairways
- Identify uses of all rooms
- Reference to section details
- Show location and type of occupancy separations
- Show locations of items (walls, etc) to be demolished

Floor/Wall/Roof framing plans (including truss layout)

Exterior Elevations

Details (architectural/structural)

- Cross sections
- Bracing Details
- Framing Details
- Handrails and guardrails along with support details
- Stair details
- Structural material specifications
- Flashing Details
- Door/window schedules (list size and type)
- Show tempered window locations on elevations
- Footing details (piers, grade beams, etc)
- Structural connections (hold downs, straps, etc)
- Tie-in connections for footings
- Fire-resistive assemblies and associated penetration details
- Tie-in connection details for roof and walls

Electrical Plans

- Electrical load calculations and panel schedule for existing and proposed loads. Provide electrical panel schedule for new equipment.
- Floor plan showing all electrical item locations which include lighting & switching, receptacles and GFCI receptacles, mechanical equipment and disconnects, distribution panel locations, and exit signage/lighting locations
- Show location of electric service panels.
- List of kitchen light fixtures showing that more than 50% of the total connected load are high-efficacy fixtures

Ceiling plan (if necessary) showing all ceiling fixtures, diffusers, and registers.

Plumbing and Mechanical plans as necessary.

OTHER SUBMITTAL REQUIREMENTS

- Two sets of structural calculations, **when required**, stamped and signed by California licensed architect or registered engineer.
- Two sets of truss calculations, **when required**, stamped and signed by California licensed architect or registered engineer.
- Two sets of energy calculations, signed by designer and/or owner

Energy Calculations not required for additions less than 100 sq. ft. provided:

- ❖ Ceiling Insulation min. R-30
- ❖ Wall insulation min. R-13
- ❖ Floor insulation min. R-19
- ❖ All windows have a maximum U-factor of 0.57 and a maximum SHGC (Solar Heat Gain Coefficient) of 0.40. Window labels must be left on windows until after inspection. New glazing area is less than 50 ft²
- ❖ Radiant barriers are installed under the roof sheathing.

- One 8-1/2" X 11 (or same size as architectural drawings) floor plan for Assessor
 - ❖ Floor plan depicting scaled dimensions
 - ❖ Site/Plot Plan
- Copy of Health Department approval (if applicable)
- Planning Department approval (Use permit, Planning Commission resolution, etc)
- Asbestos documentation
- Special inspection form (if applicable, to be filled out by the Engineer of record)
- Soils Report
- Floor plan depicting scaled dimensions
- Site/Plot plan
- Residential Additions that add more than 50% of the original floor area of the building, including all floor levels and garage, must retrofit the entire house with a fire sprinkler system. Newly constructed detached residential garages and detached accessory structures, 200 sq. ft. or more in area, require the installation of a fire sprinkler system. Contact Fire Services for further details.

Notes:

- Multiple pieces of information can be combined on plans for simple buildings if clarity is maintained. This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review and approve plans before permits can be issued.
- The scope of work involved with residential improvements varies greatly. In some situations, many of the drawings and much of the detailing outlined above may not be necessary. Please feel free to contact our Building Department staff for more specific direction or clarification.
- It is strongly recommended that you and/or your designer discuss your proposed project with staff representatives from the Planning and Engineering Departments before commencing with design documents and plans. The presence of right-of ways, setbacks, and requirements for floor area ratios may have an adverse impact on your project.

Departments and Agencies to Contact if Questions Arise on Specific Requirements

Department	Responsibility	Phone No.
Building Division	Plan review, building permits, and inspections	588-2240
Finance	Business license	585-6725
PG&E:	Gas and Electric Services	
Petaluma Office	Area South of E. Cotati Ave	765-5170
Santa Rosa Office	Area North of E. Cotati Ave	579-6477
Fire Services	Plan review and inspections	584-2641
Planning Department	Use permits, signs, and zoning	588-2236
Engineering	Grading/drainage permits, encroachments	588-2251
Cotati-Rohnert Park School District	School Impact Fees	792-4744
Bellevue Union School District	School Impact Fees	542-5197
Sonoma County Health Department	Restaurants, Environmental Health	565-6531
Santa Rosa Industrial Waste	Waste Water Discharge Permits	543-3369
Bay Area Air Quality Management District	Asbestos permits, air quality	415-771-6000
Web Pages		Address
Bay Area Air Quality Management District	Asbestos permits, air quality	www.baaqmd.gov
City of Rohnert Park		www.rpcity.org
Contractors License Board	Contractors License Check	www.cslb.ca.gov

Foundation plan/Foundation Policy for Additions

- Soils reports are not required for residential additions less than 500 sq. ft. of footprint area unless specifically required by the Building Official.
- Foundations for residential additions that are greater than 500 sq. ft. of footprint area require a current geotechnical report unless specifically exempted by the Building Official.
- The type of foundation system used for a residential addition is to be the same type and construction as the foundation for the original structure, unless specifically exempted by the Building Official.
- Applicants, who claim to have a standard “T” foundation or “slab on grade” foundation, must expose a portion of the existing foundation for verification by the City’s building inspector prior to obtaining a building permit. An inspection will have to be made by the Building Department to verify the findings. An additional inspection fee must be paid by the applicant prior to any inspection by the Building Department.
- The designer, owner, or contractor is to provide evidence of pier and grade-beam foundation details. This may be done by referring to City records (if available), by copies of original plans, or by site investigation.
- As an alternative, when a pier and grade-beam foundation is used, it may be constructed consisting of a min 12” diameter pier, 5’ o.c. (4’ o.c. for two-story), 7’ deep with two #5 rebar the full depth of the pier. The grade beam shall be a minimum 6” wide x 16” deep with one #5 rebar at both the top and bottom. However, this “default” design may be used only when the addition is constructed using the Conventional Light-Frame

Construction provisions of the Code (Section 2320), or when engineering calculations show that this design will support the design loads.

- Residential additions of any size to an existing building that do not utilize a pier and grade-beam system must be designed by a registered engineer or licensed architect, unless specifically exempted from doing so by the Building Official.
- All residential additions for structures constructed on post-tension slabs require a design by California Registered Engineer or licensed Architect.