



PLAN SUBMISSION REQUIREMENTS – ADDITIONS

1. Pay \$100.00 deposit fee. The balance of the permit will be paid at the time the permit is issued.
2. Complete permit application form completely. Be sure to include:
 - a) Owner.
 - b) Building address.
 - c) General Contractor's name, address, license number and phone number.
 - d) Sub-contractors' names, addresses, license numbers and phone numbers.
3. Submit **2 copies** 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 **2 sets of plans** which should be drawn to scale and should include:
 - a) Existing/proposed floor plan (*1 each per set, if necessary*) showing:
 - (1) Proposed use for each room
 - (2) Existing/proposed location and size of windows and doors.
 - (3) Any proposed electrical.
 - b) Existing/proposed framing plans (*1 each per set, if necessary*) showing:
 - (1) Existing/proposed structural members.
 - (2) Existing/proposed header sizes at openings.
 - (3) Detail connections to existing house. (*Roof, walls, floors, etc.*)
 - (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 shown.
 - (7) Treated or redwood will plate w/anchor bolt size and spacing shown.
 - (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 **2 sets** 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.