



## PLAN CHECK SUBMITTAL RESIDENTIAL SINGLE FAMILY



City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4013  
FAX: (530) 225-4360

### **Design Criteria:**

- Seismic Design Category D (unless otherwise justified by a geotechnical report and spectral response accelerations)
- Basic wind speed (85 mph)
- Snow load (30 psf, nonreducible)
- 2010 editions of the California Building Code (CBC), California Plumbing Code (CPC), California Mechanical Code (CMC), California Fire Code (CFC), and California Health and Safety Code amendments.
- California Electrical Code (CEC)
- California Energy Code Energy Efficiency Standards, Climate Zone 11
- Class 4 soil per CBC Table 1804.2 or a soils report per CBC 1802

### **Drawing Criteria:**

Preferably, drawings shall be limited in size to 24 by 36 inches maximum. Plans must be clear and legible; nonlegible 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 plan preparer on each page. Architects/engineers must affix their seal and wet sign all appropriate sheets of plans (cover sheet of supporting documents to be stamped and wet-signed).**

### **Submittal Plan Documentation:**

- Two complete sets of legible building plans to include:
  - Site plan with drainage-direction arrows
  - Architectural plans:
    - ▶ Floor plans
    - ▶ Roof plans
    - ▶ Exterior elevations
  - Structural plans:
    - ▶ Foundation plan
    - ▶ Floor framing plan(s)
    - ▶ Roof framing plan
    - ▶ Cross sections
    - ▶ Structural framing details
  - Relevant information on plumbing, mechanical, and electrical components
  - Truss layout
- Two sets of structural calculations, when required, stamped and signed by licensed California architect or engineer
- Two sets of truss calculations, when required, stamped and signed by licensed California architect or engineer
- Two sets of energy calculations signed by designer and/or owner
- One Assessor's floor plan
- Forms:
  - Permit Application
  - Owner Builder Form
  - Electrical Load Form
  - Single Family Information Form

## ***Specific Information on the Above Drawings:***

### ***General Information/Building Analysis (cover sheet):***

- 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 or plans preparer.
- Assessor's parcel number
- Total square footage of building and improvements
- Zoning
- 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 whole parcel and property lines with bearings and distances
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify structure orientation with north arrow
- Direction arrows showing drainage from and on property
- Grading plan with new and existing elevations (when required)
- Building finish floor elevations and grade elevations
- Flood plain elevations
- Show location of:
  - Electric meters/service
  - Septic system
  - Location of well
  - Easements, right-of-way, etc.
  - Other structures on property
  - Driveway
  - Gas meters
  - Propane tank
  - Mandatory requirements of Planning Division and/or use permit

### ***Architectural and Structural Plans:***

- Foundation plan
- Floor plan (show each floor drawn to scale and fully dimensioned):
  - Show size of all openings/swings of doors
  - Reference to section details
  - Show location of all stairways
  - Identify uses of all rooms
  - Show smoke detector locations
  - Show location of electric panels
- Floor/wall/roof framing plans
- Exterior elevations
- Details architectural/structural:
  - Cross sections
  - Framing details
  - Section details
  - Flashing
  - Footing details (piers, grade beams, rebar, etc.)
  - Bracing details
  - Handrails and guardrails along with support details
  - Structural material specifications
  - Door/window schedules (list size and type)
  - Structural connections (hold downs, straps, etc.)
- Floor plan showing electrical item locations:
  - Lighting locations and switching
  - Mechanical equipment and disconnects
  - Receptacles and GFCI receptacles
  - Distribution panel locations

### ***Assessor's Plan:***

- Floor plan depicting scaled dimensions
- Site/plot plan

### ***Separate Permits and Plans Required:***

- Site retaining walls
- Propane tanks

**Notes:**

Multiple 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 approved plans before permits can be issued.

**Environmental Health/Air Quality Divisions**

**Approval is required for:**

- Water wells
- Septic systems

**DEPARTMENTS AND AGENCIES TO CONTACT IF QUESTIONS ARISE ON SPECIFIC REQUIREMENTS:**

<b>Department</b>	<b>Phone No.</b>	<b>Responsibility</b>
Building Division	225-4013	Plan review, building permits, and inspections
City Clerk	225-4056	Business license
Cross Connection Control	224-6031	Commercial water supply
Customer Service	339-7200	Utility services
Electric Department	224-4384	AIC ratings/ transformer location, size, and service conductors
Fire Prevention	225-4150	Plan review and inspection
Industrial Waste	224-6050	Commercial and industrial wastewater
Planning Division	225-4020	Use permits, signs, and zoning
Engineering Division	225-4190 245-7007	Grading/drainage permits, erosion control, and utility/street improvements
<b>Shasta County:</b>		
Office of Education	225-0225	School fees
Environmental Health Division	225-5787	Septic systems, water wells, and pools
Air Quality Management District	225-5674	Hazardous materials and gases

**Website:** <http://www.ci.redding.ca.us/devserv/permits/formsonline.html>