



## PLAN CHECK SUBMITTAL RESIDENTIAL ADDITIONS/ALTERATIONS

EDDING  
CALIFORNIA  
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 Electric Code (CEC), California Building Code (CBC), California Plumbing Code (CPC), California Mechanical Code (CMC), California Fire Code (CFC), and California Health and Safety Code amendments.
- 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

## **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 (existing and new)
- 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 new and existing, including adjoining rooms):
  - Show size of all openings/swings of doors
  - Reference to section details
  - Show location of all stairways
  - Show locations of items (walls, etc.) to be demolished
  - Identify existing and proposed use 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.)
  - Tie-in connections for footings
  - 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.)
  - Tie-in connection details for roof and walls between new and existing portions
- Floor plan showing proposed 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

<b>DEPARTMENTS AND AGENCIES TO CONTACT IF QUESTIONS ARISE ON SPECIFIC REQUIREMENTS:</b>		
<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: [www.ci.redding.ca.us/devserv/](http://www.ci.redding.ca.us/devserv/)**