



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)
- 2007 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

DEPARTMENTS AND AGENCIES TO CONTACT IF QUESTIONS ARISE ON SPECIFIC REQUIREMENTS:		
Department	Phone No.	Responsibility
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
Shasta County:		
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/



BUILDING PERMIT APPLICATION and Submittal Requirements

A DEPOSIT WILL BE REQUIRED FOR EACH APPLICATION



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

CONSTRUCTION ADDRESS	

OWNER			
Name:			
Address:			
City	State	Zip	
Phone:	Fax:		

CONTRACTOR			
Name:			
Address:			
City	State	Zip	
Phone:	Fax:		
City License Number	State License Number	Class	

If a contractor is specified, he/she is responsible for signing and taking out the permit.

ARCHITECT/ENGINEER			
Name:			
State License Number:			
Address:			
City	State	Zip	
Phone:	Fax:		

CONTACT PERSON			
Name:			
Address:			
City	State	Zip	
Phone:	Fax:		

OFFICE USE ONLY	
Received by:	Permit Center Number

LOCATION		
Subdivision Name:		
Cross Street:		
Unit	Lot Number:	A.P. Number(s):

WORKERS' COMPENSATION	
Policy Number:	
Carrier:	
<i>If hiring anyone other than licensed contractors, a certificate of workers' compensation must be shown at the time of permit issuance.</i>	

LENDING AGENCY	
Name:	
Address:	

PROJECT INFORMATION		
Need Temporary Pole <input type="checkbox"/> Yes <input type="checkbox"/> No	Project Value \$	Master Plan

<i>Identify and describe the work and indicate the use or occupancy to be covered by the permit.</i>

Need a water meter?
<input type="checkbox"/> Yes <input type="checkbox"/> No Size:

Estimate of Fees Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------	--

APPLICANT SIGNATURE	



OWNER/BUILDER VERIFICATION



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

An Owner/Builder Building Permit has been applied for in your name and bearing your signature. Please complete and return this information at your earliest convenience to avoid an unnecessary delay in processing and issuing your building permit.

No building permit will be issued until this verification is received.

Property Owner's Name:	Project Location:
-------------------------------	--------------------------

1. Yes No **I personally plan to provide the major labor and materials for construction of the proposed property improvements.**

2. Yes No **I have signed an application for a building permit for the proposed work.**

3. **I have contracted with the following person (firm) to provide the proposed construction:**

Name of Person/Firm: _____

Address: _____ Telephone Number: _____

City/State/Zip _____ Contractor's License Number: _____

4. **I plan to provide portions of the work, but I have hired the following person (firm) to coordinate, supervise, and provide the major work:**

Name of Person/Firm: _____

Address: _____ Telephone Number: _____

City/State/Zip _____ Contractor's License Number: _____

5. **I will provide some of the work, but I have contracted (hired) the following persons to provide the type of work indicated. (See page 2 for additional space)**

Name/Company	Telephone Number ()
Address	Type of Work
Name/Company	Telephone Number ()
Address	Type of Work
Name/Company	Telephone Number ()
Address	Type of Work

Signature of Property Owner	Date
_____	_____

OWNER BUILDER INFORMATION

Dear Property Owner:

An application for a building permit has been submitted in your name listing you as the builder of the property improvements specified.

For your protection, you should be aware that as "owner/builder," you are the responsible party of record on such a permit. Building permits are not required to be signed by the property owner unless the property owner is personally performing his/her own work. If your work is being performed by someone other than you, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City or County. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection:

- If you employ or otherwise engage any person other than your immediate family, if the work (including materials and other costs) is \$200 or more for the entire project, and if such persons are not licensed as contractors or subcontractors, then you may be an employer.
- If you are an employer, you must register with the State and Federal Governments as an employer, and you are subject to several obligations, including State and Federal income tax withholding, Federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions.
- There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance.

For more specific information about your obligations under Federal law, contact the Internal Revenue Service (and if you wish, the U.S. Small Business Administration). For more specific information about your obligations under State law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees without a licensed contractor or subcontractor only under limited conditions.

A frequent practice of unlicensed persons professing to be contractors is to secure an owner/builder building permit, erroneously implying that the property owner is personally providing his/her own labor and material. Building permits are not required to be signed by the property owner unless he/she is personally performing his/her own work.

Information about licensed contractors may be obtained by contacting the Contractors' State License Board in your community, or at 1020 N. Street, Sacramento California 95814, or online at www.cslb.ca.gov/contractors/index.html.

Please complete and return the enclosed owner/builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

5. Continued from Page 1

Name/Company		Telephone Number ()
Address	Type of Work	
Name/Company		Telephone Number ()
Address	Type of Work	
Name/Company		Telephone Number ()
Address	Type of Work	
Name/Company		Telephone Number ()
Address	Type of Work	
Name/Company		Telephone Number ()
Address	Type of Work	



SUBCONTRACTORS LIST



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

General Contractor:	Telephone Number:
----------------------------	--------------------------

Project Address:

LIST ALL SUBCONTRACTORS

	Name/Company	Telephone	Address
Concrete (C-8)			
Drywall (C-9)			
Earthwork & Paving (C-12)			
Electrical (C-10)			
Electrical Sign (C-45)			
Fencing (C-13)			
Fire Protection (C-16)			
Flooring/Floor Covering (C-15)			
Glazing (C-17)			
Insulation (C-2)			
Landscaping (C-27)			
Lath (C-28)			
Masonry (C-29)			
Ornamental Metal (C-27)			
Painting & Decoration (C-33)			
Plastering (C-35)			
Plumbing (C-36)			
Refrigeration (C-38)			
Roofing (C-39)			
Sheet Metal (C-43)			
Structural Steel			
Tile (C-54)			
Warm Air Heating/Air Conditioning (C-20)			
Welding (C-60)			
Limited Specialty			
Other			
Other			