SUBMITTAL REQUIREMENTS FOR RESIDENTIAL ALTERATIONS/ADDITIONS

This handout is designed for assistance in Residential Alterations or Additions plan submittal to the Building and Safety Department. Exclusion of any of the following shall be deemed an incomplete submittal and will not be accepted for plan review. Additional information may be required depending on the scope of your project.

The California Model Codes currently in effect are the 2013 California Codes, based on the 2012 International Residential Code (IRC), 2012 Uniform Plumbing and Mechanical Codes (UPC, UMC), 2011 National Electric Code (NEC), 2012 International Fire Code (IFC) and the 2013 California Energy Code.

Submit four (4) sets total (2) complete sets of fully dimensioned Stuctural, Architectural, Plumbing, Mechanical and Electrical Plans and two (2) sets of the floor and site plans. All plans shall be on a minimum 11" x 17" size paper

Cover Sheet:

1. Parcel number(s) and Site Address
2. Building data: Existing building square feet and new addition square feet use/occupancy as R-3, Building code data: 2013 California Model Codes as based on the 2012 IRC, 2012 UMC and UPC, 2011 NEC, 2012 IFC and the 2013 California Energy Code

Site Plan: (The cover sheet and site plan may be combined)

Fully dimensioned, showing property lines, streets, driveways, setbacks and locations of all structures and easements and any off-street parking. Provide North Arrow. A survey may be required if proposed work is close to setbacks, or existing property lines are not apparent.

Floor Plan:

1. Fully dimensioned and drawn to scale (3/16 inch per foot minimum)
2. Show walls as double lined and indicate existing or new, with references to new wall construction details indicating wall heights, framing member size, spacing and material type; exterior finishes, etc.
3. Existing and new door and window locations, sizes and types
4. Identify all elements of habitable space identify existing and new room uses, closets, fixed shelves, media niches, fireplaces, appliances, plumbing fixtures etc
5. Identify all proposed alterations to existing walls, doors and windows regarding removals, replacement and/or relocations; kitchen/bathroom remodeling, etc

Elevations:

Provide side views of the building exterior, showing the new and existing structure's exterior features and elements e.g. fireplaces, roof vents, doors, windows, etc

Section Views:

Provide section views indicating wall heights, insulation location for walls and roof/ceilings for new conditioned spaces, wall and roof/ceiling finishes, etc.

Plumbing/Mechanical:

1. Points of connection for water/sewer
2. Material type and sizes for waste/vent system
3. HVAC (new or existing) equipment location and BTU input
4. Effective January 1, 2014 water-conserving plumbing fixtures shall replace non-compliant plumbing fixtures.

Electrical Plan:

1. Existing main service size, location; proposed panel relocation or upgrade
2. Electrical power and lighting plans, interior fixture schedule
3. Title 24 Energy electrical requirements including high efficacy fixture types, vacancy sensors, dimmer switching and photo-sensor controls.

Structural Plan/Foundation/Framing/Roof Plan and Details:

1. Structural design by a California State registered Engineer or licensed Architect if the proposed structure does not comply with conventional light wood framing provisions
2. Foundation elements to include footing & slab reinforcement; footing and slab details, including base preparation, sand layer(s), moisture barrier, anchor bolt size and spacing, hold down devices, etc
3. Structural frame plan(s) and key referenced details
4. Two (2) sets of “wet” stamped/signed Structural Calculations
5. Two (2) Roof Truss Calculations (if applicable). The Architect or Engineer of record shall first review and stamp the truss layout sheet finding the design to be in general conformance with the building design, prior to submittal to the Building and Safety Department for approval

Supplemental Information:

1. Two (2) copies of Geotechnical soil reports for additions where questionable soil characteristic conditions exist due to verifiable data, such as expansive, compressible, shifting soils, or special study zone(s)
2. Package D prescriptive method Energy Forms, or computerized ENV (Envelope), MECH (Mechanical) and LTG (Lighting) energy calculations for new conditioned space; and all required forms copied to the full size plan sheets
3. Fees are based on the City of Menifee Adopted Fee Schedule
4. The Contractor must sign the permit application and provide evidence of a current California State contractor’s license. All contractors/sub contractors must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation
5. If an owner chooses not to hire a contractor, they must then sign the permit application as Owner/Builder and complete the certification for owner/builder at permit issuance
6. Contact the Engineering Department regarding grading permit requirements at application
7. Contact the County of Riverside Health Department for properties on private sewage systems for verification of existing system location and provide a copy to the Building and Safety Department
8. Contact Riverside County Fire if existing structure has fire sprinklers and or the property is in a High Fire Zone. A Fire Transmittal is required from Building/Safety prior to plan submittal at Riverside County Fire.