



RESIDENTIAL ADDITION PLAN SUBMITTAL REQUIREMENTS

Before Submittal please contact:

Contra Costa County Public Works Drainage Fees- Jeff Carlton jeff.carlton@pw.cccounty.us **925-646-1269** for properties wanting to build accessory structures, pools, residential units etc. Please have Jeff verify if any drainage fees are due or not and submit to the Building Department proof of contact with him at time of plan submittal.

Contra Costa Environmental Health 925-608-5500: Approval stamp is required for properties that have septic tanks. Copy of approval needs to be turned in to the Building Department at time of plan submittal.

Iron House Sanitary District ironhousesd@isd.us.com **925-625-2279** for any projects with new plumbing additions, kitchen, bathrooms, sinks etc... need to obtain approval from Iron house Sanitary and submit copy of their approval to the Building Department

Plan requirements for residential additions:

After checking with the above agencies and obtaining the necessary approvals, below are the requirements to follow to submit to the Building Department to obtain a Building permit. All permits will be processed electronically, email: permit application, plans and Preliminary Title report to: Angelica Guzman, guzman@ci.oakley.ca.us & Kristine Martin, martin@ci.oakley.ca.us.

1. **A plot plan:** An aerial view of the entire existing property which includes property lines, the position and dimensions of all existing structures, location of septic systems and easements, and the position and dimensions of the proposed new addition. Include all property line setbacks (in feet and inches), the property owner's name, phone number, and the project address.
2. **A floor plan:** Include the floor plans of existing floors and the proposed addition. Include existing interior and exterior walls, proposed new addition walls, and any existing walls that will be removed or relocated. Include the use of all the rooms and the location, sizes, and types of all windows and doors (i.e. single hung, sliding, fixed etc.).
3. **A foundation plan:** Include an overhead view and an elevation view of the proposed slab or raised floor foundations with details and dimensions of footings, concrete reinforcement, and the location of shear walls, hold downs, and posts and girders with subfloor (for raised floor foundations).

3231 Main St. Oakley, CA 94531 925-625-7005, 925-679-1707 (fax)

www.ci.oakley.ca.us

4. A framing plan: The framing plan includes the general information on the size, type and spacing of lumber and specific information on structural members such as beams, columns, floor trusses etc. Include information on the size and spacing of fasteners, the type and location of hardware, R value of insulation, the drywall, and the exterior sheathing and wall finish.
5. A roofing plan: Provide information about the size and spacing of roof rafters, ceiling joists, bracing, sheathing and roof coverings. When trusses are installed, provide two wet stamped sets of engineered truss calculations to the Building Department prior to the roof and shear inspection. Include additional information about attic venting, hardware connections, attic insulation, attic access openings, and HVAC located in the attic.
6. Electrical, Mechanical and Plumbing: Generally included on the floor plan or a separate utility floor plan; show the location of all electrical outlets, fixed lighting, electrical subpanels, heat registers, plumbing fixtures, smoke detectors, CO detectors, etc.
7. Calculations: Provide compliance documentation prepared by a qualified design professional to indicate that the building and addition complies the 2019 California Energy Code. Provide structural calculations (wet stamped and signed) prepared by a structural engineer unless the plans clearly indicate compliance with section 2308 (Conventional Light-Frame Construction) of the 2019 California Building Code.
8. Notes: After July 1, 2011, newly installed electrical receptacles must be tamper resistant, carbon monoxide (CO) detector must be located on each floor, and arc fault circuit protection has been expanded to include all rooms except kitchens, bathrooms, garages and laundry rooms. Automatic sprinklers are not required for additions when the original dwelling was not equipped with sprinklers.