



Room Addition Checklist

- Three complete set of plans.
- Plans must be drawn to scale on substantial paper (minimum 11x17) exactly as the building is to be constructed. Defaced, incomplete, indefinite or faded plans shall not be approved.
- Plans must be blue printed or inked drawings.
- Plans must be to the current California Residential Code Standards.
- HOA Approval Letter (if applicable).

CHECKLIST

<input type="checkbox"/>	PLOT PLAN: Drawn to scale with job address, owner's name, lot size, setbacks of both existing buildings and proposed addition(s). Show location of sewage disposal system and L.P.G. tank, if applicable. Provide a north arrow.
<input type="checkbox"/>	FOUNDATION PLAN: Provide a plan view of the foundation slab and cross sectional footing detail. Show all hold down hardware. Indicate anchor bolt size and spacing.
<input type="checkbox"/>	FLOOR PLAN: Provide a floor plan of the existing structure with detailed information of adjacent rooms to the proposed addition. Indicate existing and proposed square footage. Indicate size and location of all doors, windows, and headers. Show size, spacing, and direction of ceiling joists. Identify location of all new plumbing fixtures, electrical outlets, lights, switches, smoke detectors, and carbon monoxide alarms. Specify existing electrical service size and location. Indicate any electrical panel relocation or service upgrade.
<input type="checkbox"/>	ROOF PLAN: Truss calculations required for proposed truss roof, or if conventionally framed, indicate size, spacing, and direction of rafters. Identify roof finish material and sheathing underlayment.
<input type="checkbox"/>	EXTERIOR ELEVATIONS: Provide (4) four exterior elevations identified as front, rear, left, and right sides. Show doors, windows, finished floor line, exterior finish, and indicate roof pitch.
<input type="checkbox"/>	REQUIRED DETAIL: Provide a cross section (cut view) of proposed job. Show foundation, wall studs, insulation, ceiling joists, rafters, and roof pitch etc. Indicate size, spacing and materials proposed. If ceiling is valued, show cross section and structural connections.
<input type="checkbox"/>	FINISH MATERIALS: Indicate ceiling, wall and floor finish materials on floor plan, also identify proposed glazing (dual or single).
<input type="checkbox"/>	ENERGY: Indicate how heating shall be provided. Include all documentation indicating compliance with Title 24 on the plans. (Title 24 energy calculations shall be printed and attached on plans).