



Department of Planning and Building Services

Obtaining Permits for a New Dwelling

General Requirements

Prepare 4 sets of plans (or a single PDF with all drawings), where each sheet is stamped/signed by the architect and/or engineer as required¹.

Paper size must be a minimum 22"x34" (or min. 11" X 17" for smaller projects), minimum text size 3/32" when printed, clear and readable

Basis of design must meet the currently applicable California Codes

Minimum Content within construction documents and plans

Title sheet showing:

- project address
- work scope description
- applicable codes
- index of sheets that are a part of the permit set

Complete Plot (Site) Plan, Civil and Grading plans stamped/signed by Civil Engineer of Record showing:

- The entire lot and property boundaries
- Location of the proposed building(s)
 - Note: New building(s) will need to be located on the site by a licensed surveyor
- Location of existing buildings (if any)
- Distances between all buildings and property lines. If fire-rated walls or eaves are required by R302.1 Exterior Walls, the plan must identify them and indicate the required fire rating.

Floor Plan showing:

- All Rooms and dimensions of rooms
- Location of all windows and doors
- Locations and size of the main electrical service panel and any subpanels
- Locations of electrical receptacles, switches, and light fixtures
- Location of furnace or heating appliance
- Locations of plumbing fixtures
- Attic and underfloor access
- Underfloor ventilation sizing, location, and specifications
- Stair and door dimensions and landings

¹ Refer to "Licensing requirements inform at: <http://www.ci.richmond.ca.us/index.aspx?nid=2100>

- Guardrail and handrail requirements

Construction details applicable to the projects. Below are some examples of details that might be required:

- Fire-rated assemblies (if pertinent to the project)
- Insulation envelop and ventilation details (as pertinent)
- Waterproofing and drainage (as pertinent)

Provide construction details as required to clarify construction

Roof Plan showing:

- Roof slope and covering
- Roof/attic ventilation
- Skylights (if applicable)

Exterior Elevations and Architectural Cross-Sections

Title 24 Energy Compliance forms as follows:

- City of Richmond (COR) Reach Code Requirements – Effective June 10-2020. It applies to all building permit applications received after that day. For more information and references refer to our website at:
- <https://www.ci.richmond.ca.us/3951/Energy-Reach-Code>
- https://library.municode.com/ca/richmond/codes/code_of_ordinances?nodeId=ARTVIBURE_CH6.02BUCORI_6.02.030AMADDE
- Title 24 forms should be incorporated with the construction drawings – printed text to be clear and readable
- The Certificate of compliance need to be signed by the designer or owner and by the energy consultant

Green Building compliance:

- Provide a list of the mandatory requirement's from the California Green Building Code (Title 24 Part 11) and indicate where on plans specific feature is specified²
- Provide filled in Waste Management Plan Form ³

² Additional information, clarifications and checklists available at HCD website:
<https://www.hcd.ca.gov/building-standards/calgreen/index.shtml>

³ Refer to Richmond CD WMP form at <http://www.ci.richmond.ca.us/DocumentCenter/View/47319/C-and-D-Waste-Recycling-Form>

Structural Plans showing:

- Design Criteria and Materials Specifications
- Statement of Special Inspections and Structural Observation (if applicable)
- Foundation plan and details
- Framing plan (floors, walls, and roof) and details
- Floor plan indicating shear wall locations and details

Structural Design:

- Conventional framing design analysis, including highlighted tables (if no engineering is provided)
- Structural design calculations signed and stamped by the Engineer of Record (EOR) with the implemented design references as applicable to the design (examples would be soils report, prefabricated components ICC-ES or equivalent report, etc.)
- If applicable to the project, provide a [signed special inspection form](#). The form should be filled by the EOR and signed by all parties involved – Owner, Engineer, and Inspection Agency (all signatures to be on the same page).
- Indicate how the design criteria for the foundation design was obtained. We require soil investigation for new buildings and for retaining walls. Many of the properties in the vicinity of the project have expansive or incompetent soils and are assigned to Seismic Design Category C through F, which requires soil investigation per CBC 1803.2. For small projects (residential additions and small detached ADUs on flat surface implementing the same foundation system as the main house) we may allow the engineer of record to investigate the soil conditions himself when a complete geotechnical investigation by a geotechnical engineer is not provided. Even when the designer implements the presumptive load-bearing values of Section 1806, the construction documents must indicate how the soils were classified (for instance – site visit by the engineer) and include all reference materials used to determine the structural design criteria for the foundations.

SPECIAL CASES

Refer to the [City of Richmond GIS Viewer](#) to find out if your project is within one of these special zones



Make sure to check the layers as shown to make them visible and search for your property.

For buildings located in Very High Fire Hazard Severity Zones⁴ (if applicable) provide compliance as follow:

- Indicate on plans all applicable code requirements
- Indicate how compliance is achieved:
 - Provide material specifications and listing from approved agencies⁵
 - Provide details and detailed notes to ensure proper installation
 - R337.1.5 Vegetation management compliance: Please note on the Site Plan the requirements for vegetation management. Clarify how compliance will be maintained. You may refer to the City's brochure <http://www.ci.richmond.ca.us/DocumentCenter/View/38821> and the vegetation management standards published on our website <http://www.ci.richmond.ca.us/3627/Wildfire-Information>

Food Zone Construction

- If a project is within such zone, we review for compliance with Richmond Municipal Code [Chapter 12.56 - FLOOD DAMAGE PREVENTION](#) as well as California Building Code Sec. 1612.5-Flood hazard documentation, Sec. 1805.1.2.1, Sec. 1804.4, and Sec. 110.3.3

⁴ Refer to City of Richmond Map Gallery at: <http://www.ci.richmond.ca.us/DocumentCenter/Home/View/416>

⁵ Materials listed by CalFire as compliant with CBC chapter 7a are acceptable. Refer to CalFire listing program at: <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/bml-search-building-materials-listing/>