



RESIDENTIAL INTERIOR REMODEL

- If the project is an interior remodel without floor plan modifications or addition to the structure, we don't require drawings in most cases. If that is the case, please update the work description on the permit application to indicate that the work is non-structural (NO ADDITION, NO CHANGE OF THE FLOOR PLAN, NO REMOVED OR MOVED FRAMING MEMBERS, NO NEW OR MODIFIED OPENINGS). Of course, the work description on the permit application must itemize the items proposed for installation in addition to the above-mentioned statement.
- Note that some alterations require HERS verification. If HERS verification is required, the project must submit a registered energy compliance form. Refer to the Energycode Fact Sheet: Single-family HVAC Additions & Alterations 2022
<https://energycodeace.com/resources/?itemId=78949>
- If the project entails building floor plan changes, adding to the structure, or structural modifications, refer to our handout below for the minimum drawing requirements.

General Requirements for plans

- 1 Prepare a complete set of plans (pdf format), and pdf sets of structural design calculations each stamped/signed by the architect and/or engineer as required¹.
- 2 Paper size (when printed) must be a minimum 22"x34" (or min. 11" X 17" for smaller projects), minimum text size 3/32" when printed, clear and readable
- 3 The basis of design must meet the currently applicable California Codes

Minimum Content within construction documents and plans

- 4 Provide Title sheet showing:
 - 4.a Indicate the project location (address).

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

- 4.b Provide a work scope description for the permit as a whole
- i. List all proposed installations and organize them by trade: Architectural, Structural, Mechanical, Electrical, Plumbing
 - ii. Identify each proposed item as a new installation, replacement, or modification

4.c List all applicable codes

4.d Provide an index of sheets that are a part of the permit set

Architectural (floor plan) modifications general requirements

- 5 Provide existing and proposed plan views at the affected level and identify proposed work to be permitted.
- 6 Label existing and proposed rooms and openings (both interior and exterior as applicable to the project).
- 7 If the proposed scope of work affects any of the building planning requirements of CRC Chapter 3 such as fire-resistant construction, min. room areas, emergency escape, etc. indicate the applicable code requirements and specify how the project will comply with them.
 - 7.a If new or modifications to openings (windows or doors) are proposed, provide a site plan to show the distance to the adjacent fire separation lines.

Structural modifications general requirements

- 8 Identify the proposed modifications on the applicable plan views as it relates to the entire building.
- 9 Provide a demolition plan and new framing plan to identify items being removed and the proposed new items.
- 10 Provide framing plans and specify the affected structural members at each affected level – members either contributing load or providing support to the modified structural component along the load path from the roof to the foundation.
- 11 Provide installation details. At the minimum, provide a building cross-section

perpendicular to the affected component (beam, wall, etc. as applicable) showing load contributing and supporting members and their complete load path to the foundation.

12 All drawings must be drawn in proportion (in scale) and dimensions labeled.

Proposed work affecting the energy consumption of the building (changes to exterior walls, windows, heating or water heating systems, lighting)

13 Indicate on plans how compliance with the applicable provisions of the California energy code is being provided:

13.a Provide CF1R energy compliance certificate if the proposed work requires HERS verification or if the exterior envelope is altered.

13.b If only portions of the envelope are being modified, specify on plans the applicable mandatory requirements per CEC Sec. 150.0

13.c If lighting is modified Indicate the required mandatory requirements for the residential lighting per CEC Sec.150.0(k)

Proposed electrical, mechanical, or plumbing work

14 Identify the location of the proposed installations and indicate on plans the applicable code requirements for the proposed installations – specify max. flow rates per plumbing and CalGreen codes for the plumbing fixtures, specify circuits and protection requirements for the proposed electrical installations.