



Obtaining Permits For A Dwelling Addition

General Requirements

Prepare a complete set of plans (PDF format), each wet stamped/signed by the architect and/or engineer as required¹.

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

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 Plan, Civil and Grading plans wet stamped/signed by Civil Engineer of Record showing:

- Entire lot and property boundaries
- Location of proposed construction work
 - Note: New building(s) may need to be located on site by a licensed surveyor
- Location of existing buildings
- Distances between all buildings and property lines

Plans must clearly distinguish existing and proposed items and specifying dimensions for all new items.

Floor Plans must show the items related to the permit (as applicable):

- All Rooms and dimensions of rooms (existing and new)
- Location of all windows and doors (existing and new)
- Size and specifications for windows, doors, and other envelope items as related to the CF1R energy compliance certificate
- Locations and size of 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 under floor access
- Under floor ventilation sizing, location and specifications
- Stair and door dimensions and landings (if new are proposed)
- Guardrail and handrail requirements (as applicable)

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

If new roof is proposed, provide a Roof Plan showing:

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

Exterior Elevations and Architectural Cross-Sections

If structural alterations or additions are proposed, provide Structural Plans and design documents showing:

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

Title 24 Energy Compliance as follows:

- Title 24 forms should be incorporated with the construction drawings – printed text to be clear and readable
- Certificate need to be wet-signed by the designer or owner and by the energy consultant

Green Building compliance for the addition or alteration as applicable per CALGreen Sec. 301:

- Provide a list of 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 recycling plan form ³

Structural Calculations (when engineering is required¹):

- Provide two copies – wet-signed by the Engineer of Record
- Provide two copies of wet –signed special Inspection form (if applicable). Form should be filled by the EOR and signed by all parties involved – Owner, Engineer, and Inspection Agency (all wet signatures to be on the same page).

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

³ Refer to Richmond CD WMP form 2014 at <http://www.ci.richmond.ca.us/index.aspx?nid=2100>