



## RESIDENTIAL ADDITION SUBMITTAL CHECKLIST

The following is a checklist of the information that will be needed for the Planning staff to evaluate a proposed residential addition. The more information provided from the following list, the more complete staff's evaluation of the proposal will be. Please note that review of two-story additions will not be "over-the-counter," but rather, submitted to the Planning Counter.

**A. Photographs**

1.  All property at front of house as viewed from the street, all sides of existing house, and adjacent properties.

**B. Site plan including the following:**

1.  All property lines and dimensions (as referenced on County Assessor's parcel map or title report) and street names.
2.  Applicant name and phone and project address on right edge of first page.
3.  Location and dimensions of all structures on the property.
4.  Distances between property lines and existing and proposed buildings.
5.  Distances between buildings.
6.  Legend providing square footage of lot size; square feet of existing structures and new structures by floor including covered patios, detached garage, storage structures; percentage of lot coverage (including all square footage under roof eaves), existing general plan designation, and zoning; and Assessor's Parcel Number.
7.  Site plan to provide location and dimensions of existing and proposed driveways, walkways, walls/fences, landscape areas, required 1,200 SF open space, air conditioning units, and all meters.

**C. Floor plan including the following:**

1.  The use and dimensions of existing and proposed rooms for the entire house.
2.  Location of existing and proposed water heater.
3.  Location of existing and proposed laundry facilities such as washer and dryer.
4.  Location of new and existing windows that relate to window schedule.

**D. Window Schedule/ Detail including the following:**

1.  The size, method of operation, and material of all existing and proposed windows.
2.  Typical window detail specifying typical window trim (see Window Replacement handout).

**E. Exterior elevations including the following:**

1.  Fully dimensioned existing and proposed elevations affected by addition, including building height.
2.  Existing and proposed building materials (including but not limited to siding, trim, roofing, vents, chimney).
3.  Dimension existing and proposed eaves and fascia.

**F. Roof plan including the following:**

1.  Existing and proposed pitch, ridge lines, and overhang of eaves.

**Note:** Prior to submitting for Building Safety Plan Check, plans are to be to scale and drawn on paper at least 18" X 24". Minimum scale for a site plan minimum size is 1 inch = 20 feet and ¼ inch = 1 foot for elevations. You are encouraged to contact the Building Safety Division regarding fees, timing for plan check, and construction details.