



## Residential Building Permit Submittal Requirements

Building Permit applications for residential buildings require the following documents to be submitted when applicable. Use the checklist as a guide to help prepare your submittal. The items you will need depend upon the design of the structure and the scope of work you intend to build. Each project is unique and may require additional information not covered in this checklist. If you have questions regarding submittal requirements, please contact a member of our Building Division staff.

<input type="checkbox"/> <b>Provide completed and signed “Building Permit Application Form”</b>
<input type="checkbox"/> <b>Plan Submittal Requirements:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans shall be drawn to scale (1/4" = 1'-0" min. excluding site plans), fully dimensioned and legible at a minimum size of 11" x 17" depending on the scope of the project.</li> <li><input type="checkbox"/> 4 sets of plans stamped and signed by the preparer.</li> <li><input type="checkbox"/> 2 sets of engineering calculations stamped and signed (if applicable).</li> <li><input type="checkbox"/> 2 sets of geotechnical reports and foundation review letter.</li> <li><input type="checkbox"/> 2 sets of truss calculations, may be deferred submittal (Truss review letter by engineer of record if applicable).</li> <li><input type="checkbox"/> Landscape plans (if landscaping exceeds 500 square feet).</li> <li><input type="checkbox"/> Completed and signed special inspection form (if applicable).</li> <li><input type="checkbox"/> 2 sets of the City of Rocklin residential CALGreen Form.</li> <li><input type="checkbox"/> 2 sets of Title 24 part 8 energy compliance documents.</li> <li><input type="checkbox"/> 2 sets of the City of Rocklin Special Inspection Form (if applicable).</li> </ul>
<input type="checkbox"/> <b>Title Page including Project Identification and Building Design Criteria:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal job Address, Assessor’s Parcel Number (APN) and Page Index.</li> <li><input type="checkbox"/> Names, addresses, phone numbers of building owner, contractor, design professionals and consultants with titles and contact information.</li> <li><input type="checkbox"/> Vicinity map with north arrow.</li> <li><input type="checkbox"/> Planning Division “Zoning District”.</li> <li><input type="checkbox"/> Written description of “Scope of Work” for the project.</li> <li><input type="checkbox"/> Specify the structural design criteria for the proposed building.</li> <li><input type="checkbox"/> FEMA Flood zone information (if applicable)</li> <li><input type="checkbox"/> Building Occupancy Classifications.</li> <li><input type="checkbox"/> Type of Construction (Example, Type VB)</li> <li><input type="checkbox"/> Square footage per floor of the building with identified room uses.</li> <li><input type="checkbox"/> Itemized building square footages per area (existing dwelling, alteration, addition, garage, porch patio, etc.)</li> <li><input type="checkbox"/> Fire-Sprinklered or Non-Sprinklered.</li> <li><input type="checkbox"/> Note all deferred submittals on the plans. Fire sprinklers require separate permit.</li> <li><input type="checkbox"/> Building Code Compliance Statement- “These plans comply with the (<i>current</i>) adopted edition of the California Residential and Model Building Code.</li> </ul>

<input type="checkbox"/> <b>Site Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drawn to a site specific appropriate scale to show the entire site and required setbacks.</li> <li><input type="checkbox"/> Public Utilities and point of connection to be illustrated on the plan. (Electrical, water, sewer, gas, easements and right-of-ways).</li> <li><input type="checkbox"/> Lot coverage calculation. (pervious surface calculation)</li> <li><input type="checkbox"/> FEMA flood zone areas (if applicable)</li> <li><input type="checkbox"/> Topography/ Contours (if applicable) including proposed finish floor elevations.</li> <li><input type="checkbox"/> All structures on property with distance to property lines and between buildings.</li> <li><input type="checkbox"/> Site Grading and Drainage</li> </ul>
<input type="checkbox"/> <b>Civil/Grading Plan (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site work Title sheet and notes</li> <li><input type="checkbox"/> Demolition Plan (if applicable)</li> <li><input type="checkbox"/> Grading and Drainage Plan</li> <li><input type="checkbox"/> Erosion Control Plan</li> <li><input type="checkbox"/> Civil Details</li> </ul>
<input type="checkbox"/> <b>Floor Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete dimensioned floor plan.</li> <li><input type="checkbox"/> Include ceiling heights and label room uses.</li> <li><input type="checkbox"/> Location and labeling of appliances (gas vs electric, water heater(s), range, and fireplace).</li> <li><input type="checkbox"/> Door and window types and sizes, all fixtures, cabinets, and equipment must be shown.</li> <li><input type="checkbox"/> Location and dimension of attic access in hall or other readily accessible area.</li> <li><input type="checkbox"/> Wall legend indicating new or existing wall and type of wall.</li> </ul>
<input type="checkbox"/> <b>Roof Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specify roofing material as well as proposed underlayment.</li> <li><input type="checkbox"/> Dimension all roof overhangs.</li> <li><input type="checkbox"/> Show the building footprint as a dashed line and the outline of the roof including all hip valleys and ridges as a solid line.</li> <li><input type="checkbox"/> Location of downspouts, roof penetrations, flashing and crickets.</li> <li><input type="checkbox"/> Attic ventilation calculation to demonstrate compliance.</li> <li><input type="checkbox"/> Location of eave vents, gable vents and dormer vents.</li> <li><input type="checkbox"/> Roof slope and pitch.</li> </ul>
<input type="checkbox"/> <b>Exterior Elevations (if Applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide exterior elevations from all building sides. (window and door openings)</li> <li><input type="checkbox"/> Building height from the average grade plane to mid-point of the highest roof.</li> <li><input type="checkbox"/> Roof and wall construction materials, fireplace height, roof pitch and overhang.</li> </ul>
<input type="checkbox"/> <b>Building Sections, wall sections, and applicable details:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> As required to convey and detail proposed construction.</li> <li><input type="checkbox"/> Indicate framing and insulation consistent with the required T-24 Energy Requirements.</li> <li><input type="checkbox"/> Indicate job specific details and coordinate to where they occur on the plans.</li> <li><input type="checkbox"/> Provide general construction notes, door schedules, window schedules etc.</li> </ul>
<input type="checkbox"/> <b>Foundation Plan (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fully dimensioned floor plan.</li> <li><input type="checkbox"/> Foundation/structural detail references identified on the foundation plan.</li> <li><input type="checkbox"/> Type and locations of all hold-downs and anchor bolts spacing with applicable schedules or clear notations identifying various bolt spacing conditions.</li> <li><input type="checkbox"/> Post sizes at all columns supporting concentrated loads.</li> <li><input type="checkbox"/> Foundation elevation changes throughout drawings.</li> <li><input type="checkbox"/> Footing size dimensions and depths.</li> <li><input type="checkbox"/> Identify stem wall location and opening for crawl access and HVAC ducts.</li> <li><input type="checkbox"/> Slab on grade construction details. (moisture barrier, gravel base etc.)</li> </ul>

<input type="checkbox"/> <b>Floor Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span, size, species and grade of framing joist and girders.</li> <li><input type="checkbox"/> Identify shear wall types and coordinate shear transfer details to where they occur on the plans.</li> <li><input type="checkbox"/> Identify the pad elevation, finished floor elevation and all floor elevation changes.</li> <li><input type="checkbox"/> Specify floor framing connection details including shear transfer information.</li> <li><input type="checkbox"/> Identify and dimension underfloor access including framing detail.</li> </ul>
<input type="checkbox"/> <b>Roof Framing Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide span distances, size and type, grade of material, engineered material for headers, beams, rafters, joist, trusses and California framing.</li> <li><input type="checkbox"/> Specify framing detail for HVAC equipment installed in the attic and demonstrate compliance with access/required code clearance.</li> <li><input type="checkbox"/> Detail Skylight construction and coordinate detail to where it occurs on the plan.</li> <li><input type="checkbox"/> Identify all drag trusses, label all framing hardware and provide attic access.</li> <li><input type="checkbox"/> For trusses, provide labeled truss profiles of all truss types, indicate a labeled truss layout with each truss and spacing. (Truss design calculations may be a deferred submittal)</li> </ul>
<input type="checkbox"/> <b>Structural Details:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shear wall detail information and nailing. (shear schedule)</li> <li><input type="checkbox"/> Detailed mechanical attachments.</li> <li><input type="checkbox"/> Identify load paths, and point load details (if applicable)</li> <li><input type="checkbox"/> Engineering calculations for non-conventional framing elements and building design.</li> </ul>
<input type="checkbox"/> <b>Mechanical Plan (if applicable):</b> <i>*items indicated with an* apply to master plan submittals.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide HVAC equipment locations and specifications.</li> <li><input type="checkbox"/> Whole house ventilation.</li> <li><input type="checkbox"/> Humidistat exhaust fans.</li> <li><input type="checkbox"/> *Provide Mechanical plan, provide HVAC equipment specifications, duct sizing, distribution layout, material type including return/supply size and applicable insulation ratings (T-24).</li> </ul>
<input type="checkbox"/> <b>Plumbing Plan (if applicable):</b> <i>*items indicated with an* apply to master plan submittals.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specify the materials to be used for the installation of the gas, water, waste and vent lines.</li> <li><input type="checkbox"/> Gas line isometric with fixture units, material type, and sizing (calculate water heater at minimum of 200K BTU's)</li> <li><input type="checkbox"/> Provide the location of all plumbing fixtures and gas appliances. (include BTU count)</li> <li><input type="checkbox"/> * Water, vent and waste line distribution plan with fixture units, material type, and pipe sizing. Provide location of all required cleanouts.</li> <li><input type="checkbox"/> Provide required combustion air calculation for water heater.</li> </ul>
<input type="checkbox"/> <b>Electrical Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical load calculation to establish required size of main panel.</li> <li><input type="checkbox"/> Locate all main and sub-panel locations.</li> <li><input type="checkbox"/> Receptacle, light switch and light placement.</li> <li><input type="checkbox"/> Label electrical hardware such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, main service panel and sub-panel locations, etc.</li> <li><input type="checkbox"/> General electrical notes for installation of electrical.</li> <li><input type="checkbox"/> Dedicated receptacle for water heater.</li> <li><input type="checkbox"/> Dedicated 40 amp receptacle with 1" raceway for electric vehicle.</li> <li><input type="checkbox"/> Dedicated branch circuits, small appliance, bathroom, laundry, etc.</li> <li><input type="checkbox"/> Dedicated garage circuit that serve no other receptacles outside of the garage. At least one receptacle shall be installed for each car space.</li> <li><input type="checkbox"/> Location and identification of all energy efficient fixtures and types.</li> <li><input type="checkbox"/> Location and identification of all smoke and carbon monoxide detectors.</li> </ul>

**Photovoltaic Master Plan Submittal:**

- Site plan showing equipment, roof access points and main service locations.
- Roof plan layouts of all master plan dwellings showing access and pathways.
- Electric one line diagram showing each type of solar array system.
- Plan sheet that includes all specifications for photovoltaic system and equipment.
- Plan sheet showing required photovoltaic signage.

 **Code Enforcement (if applicable):**

- Provide concealed verification plan, include a nondestructive testing method, designation of finish materials to be removed and exposure of structural elements for inspection by City staff. See City of Rocklin Concealed Verification Policy.