



# RESIDENTIAL ADDITIONS PLAN SUBMITTAL REQUIREMENTS AND EXAMPLE PLANS

## Submit:

- One (1) properly completed permit application.
- Three (3) sets of building plans.

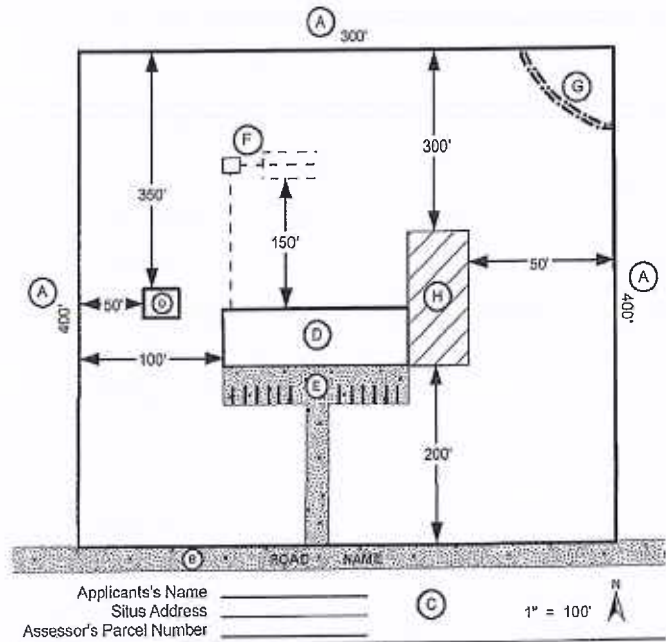
## Plot Plan Information:

- Parcel shape and dimensions.
- Adjacent streets/roads.
- Location and uses of existing building(s) and proposed addition
- Distances from proposed addition to existing buildings and property lines.
- North arrow and Scale.
- Location of all underground or overhead utilities and size of sewer, and easements.
- Project data table showing new & existing use, occupancy, area, stories, height, sprinklers, etc.
- Provide a note on site plan: ***"The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system."***
- Existing and proposed septic system and wells including distances from structures.

## General Requirements

- Be sure that your proposed project is permitted by the following agencies: Planning (707) 234-6650; Environmental Health Department (707) 234-6625; and your local fire district.

### Example Plot Plan

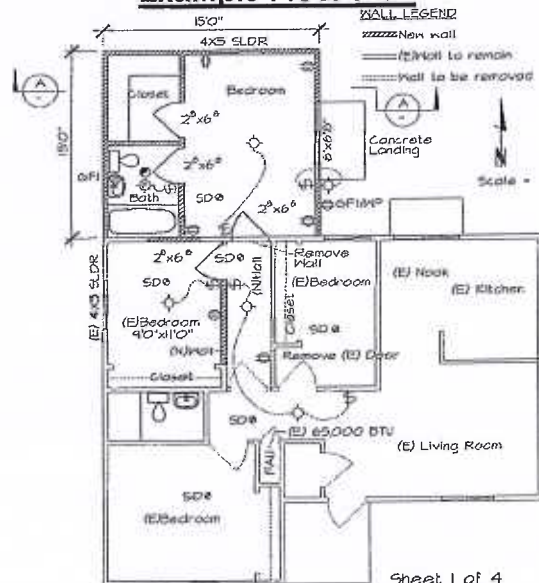


NOTE: Refer to the County of Mendocino Plot Plan Requirements for additional information.

## Floor Plan Information:

- Dimensions of new exterior walls, and new interior partitions.
- Complete floor plan of existing
- Dimensions of existing adjoining room and window sizes
- Locations and sizes of new windows, doors, stairways and plumbing fixtures
- Use of all rooms.
- Show all new and existing smoke/carbon monoxide detectors. Refer to the County's C.O. and Smoke Detector Handout for additional information.
- Show all new electrical outlets, lights, switches, F.A.U, wall heaters, fire places, etc...
- Exterior door landings (dimensioned)

### Example Floor Plan



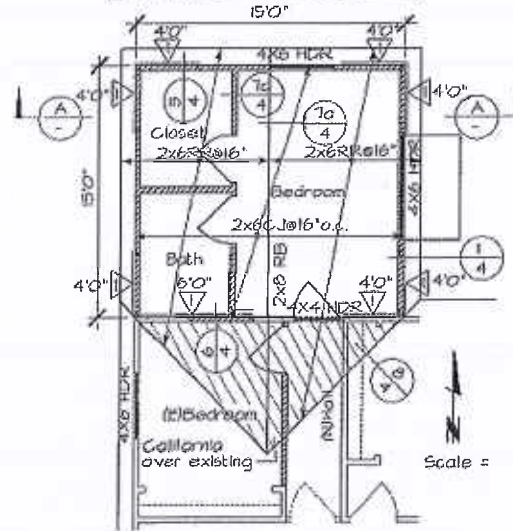


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## Framing Plan Information:

- Types of material, location, sizes, spans, & spacing of all new structural members (ridge, sheathing, roof and ceiling joist, post, etc...)
- Structural connections between addition and adjoining rooms.
- Brace wall locations, lengths & brace wall schedule.
- Continuous boundary element, blocking, strapping, etc...

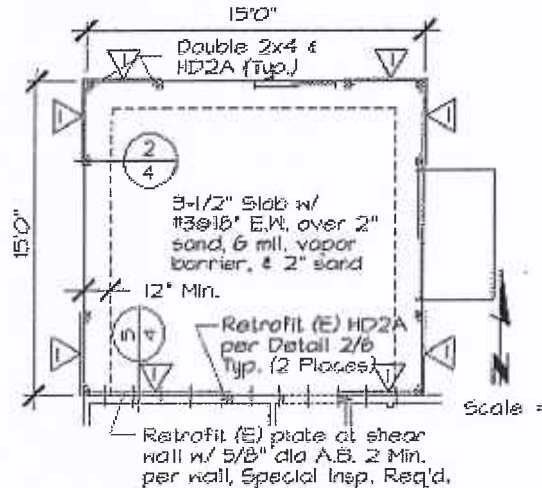
## Example Framing Plan



## Example Foundation Plan

## Foundation Plan Information:

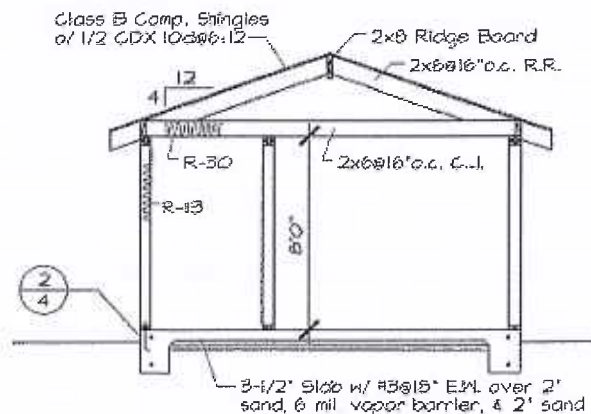
- Slab thickness, reinforcing, and underlayment
- Dimensions and width of continuous footing, location of new piers and crawl space opening
- Sizes, spans & spacing of joist, girders, and size of sheathing (for raised floor only).
- Connection of existing to new foundation.
- Location of any embeds including post bases, hold downs, anchor bolts.



## Example Building Section

## Building Section Information:

- Ceiling height of addition.
- Insulation materials for wall, floor, & attic interior and exterior finish.
- Sizes, spans, & spacing of new structural members for roof/ceiling, floor/wall & foundation assemblies.

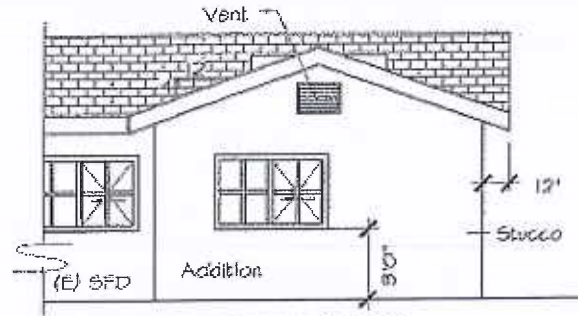


**FRAMING SECTION A-A**

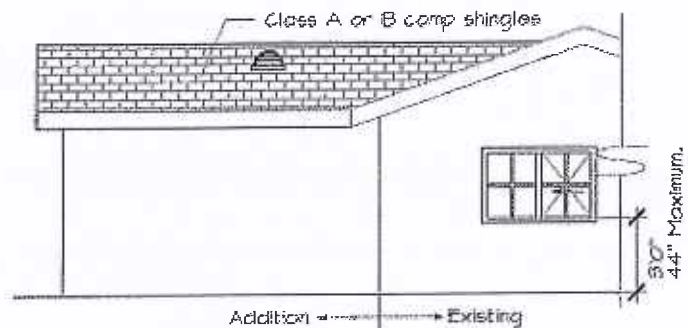


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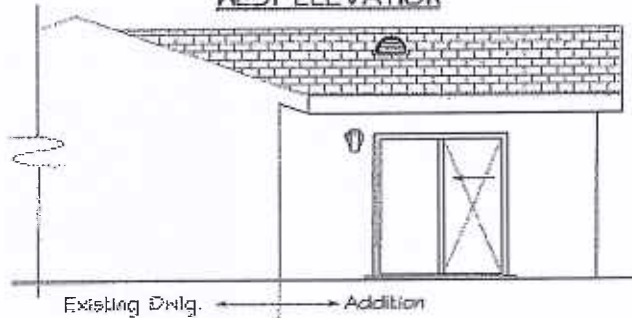
## Example Elevations



**NORTH ELEVATION**



**WEST ELEVATION**



**EAST ELEVATION**

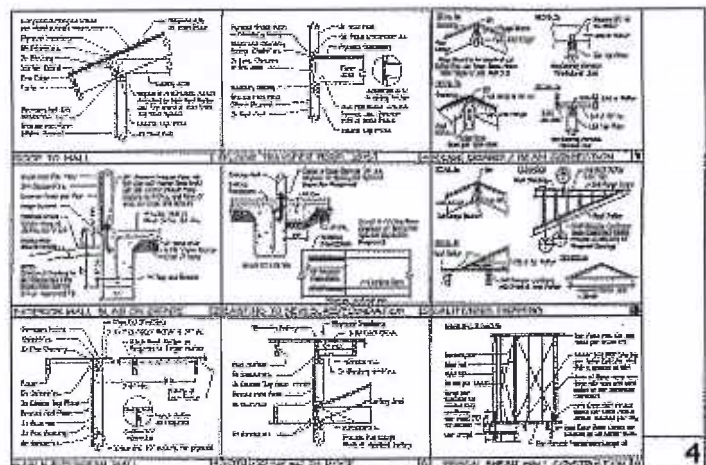
### Elevations Information:

- o Exterior views of addition.
- o Roofing material and pitch.
- o Location of new windows, doors and attic ventilation opening.
- o Exterior finish materials.
- o Weep screed (stucco applications).
- o Egress windows (bedroom) requirements
- o Tempered glass requirements

### Construction Details Information:

- o Details showing connection of new to existing
- o Foundation construction, anchor bolt (type/sizes), reinforcement (size/types) etc...
- o Typical shear wall and shear transfer details, foundation, top plate, floor, roof, new to existing, interior shear wall, shear wall to roof sheathing
- o Special detail such as stair framing, deck construction, ridge beam, post connections, hold down anchors, weep screed etc...
- o Best Management Practice details. Refer to the County's website for additional information: <http://www.co.mendocino.ca.us/planning/stormwater.htm>

## Example Construction Details





# RESIDENTIAL ADDITIONS PLAN SUBMITTAL REQUIREMENTS AND EXAMPLE PLANS

## Example Construction Notes

### Construction Notes:

- General code information for fire life safety
- Structural specifications for the grade of building materials – timber, steel, concrete, and masonry
- Non-structural component, specification such as piping to be used, or finishes to be applied, mechanical systems, etc...
- List any special inspections or required structural observation. Submit the County's Statement of Special Inspections Form available on the website.
- Imprint CBC Table 2304.9.1 Fastening Schedule

<p><b>GENERAL NOTES:</b></p> <p>1. All work shall conform to the California Building Code (CBC) and all applicable codes and standards.</p> <p>2. The contractor shall be responsible for obtaining all necessary permits and for complying with all applicable codes and standards.</p> <p>3. The contractor shall be responsible for providing all necessary materials and labor for the completion of the work.</p> <p>4. The contractor shall be responsible for maintaining the site in a safe and sanitary condition at all times.</p> <p>5. The contractor shall be responsible for protecting all existing utilities and structures on the site.</p> <p>6. The contractor shall be responsible for providing all necessary safety equipment and personnel for the work.</p> <p>7. The contractor shall be responsible for providing all necessary access to the site for the work.</p> <p>8. The contractor shall be responsible for providing all necessary utilities for the work.</p> <p>9. 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### Energy Conservation:

- Energy calculations are not required for non-habitable buildings (garage, storage, etc...), nor for buildings with no heating and air conditioning systems (workshop, recreation room with no insulation.. etc...). Compliance with mandatory measures is still required for lighting.
- Energy calculations are required for habitable buildings (accessory living quarters, recreation room with insulation ... etc...).
- Title 24 energy compliance documents (may be imprinted on plans, or submitted in an 8-1/2X11).

### Structural Calculations:

- Plans may be prepared by unlicensed individuals when the proposed design complies with conventional construction requirements of the California Residential Code.
- When structural calculations are required, they shall be prepared by a licensed design professional (engineer or architect). Both calculations and plans shall be stamped and signed by the licensed design professional.



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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www.co.mendocino.ca.us/planning

## **BUILDING PERMIT APPLICATION CHECKLIST**

### **At permit application submittal you will need the following:**

#### **Over-the-Counter**

- 1 permit application with all fields and the applicable declaration(s) completed.  
Incomplete applications will be rejected.
- 3 copies of 8 ½" x 11" plot/site plan

#### **Other (the above and the following)**

- 3 copies of construction (building or grading) plans
  - 2 copies of construction plans stamped by Brooktrails Services District (if applicable)
- 1 copy of Cal Fire application with preliminary approval (if applicable)
- 2 copies of Title 24 energy compliance (conditioned space)
- 2 copies of engineering calculations with "wet" signature
- 2 copies of erosion and sediment plans meeting Green Building Standards (Projects disturbing less than one (1) acre)

#### **Mobile/Manufactured Home (the above and the following)**

- 2 copies of Manufactured Home installation manual OR Manufactured Home block setup (office handout)
- 2 copies of Manufactured Home permanent foundation plans OR Manufactured Home engineered tie down system

### **The following may be required prior to permit issuance for New Construction and Demolition Permits (if applicable, staff will advise at application):**

- 1 copy of Fire Department approval
- 1 copy of Air Quality approval
- 1 copy of recycling ordinance approval
- 1 copy "Class K" waiver form
- 1 copy of current deed
- 1 copy of school impact fees (Anderson Valley)
- 1 copy of sewer district approval
- 1 copy of water district approval
- 1 copy of MS4 handout (if in MS4 area)
- SWRCB Construction General Permit Coverage (Projects that disturb one (1) acre or more or whose projects disturbs less than one (1) acre but are part of a larger common plan of development that in total disturbs one (1) or more acres, are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009-DWQ )