



Checklist for New Homes, Residential Additions/Remodels

Prior to submitting plans to the Building Division, the applicant shall have approval by the Planning Division.

Below is a plan submittal checklist for new residential homes and additions.

Plans shall comply with the **2022 California Code Cycle**.

Complete Sets of Plans are Required w/ Applicable CALGreen Checklist:

Plans can be drawn by either a licensed architect **OR** an unlicensed drafts person/designer. All plans drawn by a licensed architect shall be stamped and signed by the architect. The plans shall include:

Architectural Plans – Digital (Required):

Plans shall be drawn to scale (min 1/4" per foot) and shall include:

- Site Plan:** Site plan shall show all property lines with lot dimensions, street locations, new and existing buildings with all setbacks to all structures, existing buildings to be removed, decks, fences, retaining walls and height of retaining walls, areas of interior remodels, proposed additions, PUE's, etc.
- Floor Plan:** Indicate all new and existing walls, label all room uses, doors and windows, skylights, built-in cabinetry, plumbing fixtures, fireplaces, electrical outlets and light fixtures, smoke detectors, etc.
- Elevation Plan:** Plans shall be drawn to scale and show adjacent ground levels, all doors and windows, skylights, landings, decks, stairs, balconies, height of building above grade, chimneys, exterior building finishes, roofing materials, etc.
- Construction Section Plan:** Provide construction sections for walls, floor, and roof sections. Include insulation, weatherproofing, sheathing, framing, interior and exterior surfaces, etc. Clarify ceiling heights in all proposed rooms.
- Include landscaping plan, demolition and tree protection plan, all Planning conditions incorporated into the plan set, and a set of the civil plans for reference.**

Energy Documents– Digital (Required):

Provide Title-24 energy compliance forms for all additions to the conditioned space. Incorporate the forms CF-1R & MF-1R into the plans. Provide owner and designer's signatures on documents.

Structural Plans – Digital (May be Required):

Structural plans shall be included with the architectural plans. All plans shall be stamped and signed.

Structural Calculations – Digital (May be Required)

All calculations shall be stamped and signed.

Soils Report – Digital (May be

Contact the Building Division to find out what zone the property is located. For soils report requirements see our handout labeled Soils Report for Hazard Zone A or Soils Report for Hazard Zone B. All soils reports shall be stamped and signed by the engineer.

Survey Plan – Digital (May be Required):

See our handout labeled [Survey Requirements & Local Surveyors](#).

Additional Requirements and Information:

Wild-Land Urban Interface (WUI). Projects located south of San Carlos Ave and West of Alameda de las Pulgas may be located in WUI. Contact the Building Division to verify if a particular address is located in the Wild-Land Urban Interface. For more information, please see the [Wildland-Urban Interface \(WUI\) Checklist](#).

If you have further questions, please email building@cityofsancarlos.org