

Plan Submittal Checklist for Residential (New Construction and Additions)

THIS INFORMATION IS INTENDED TO BE A GUIDE FOR PLAN SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED

GENERAL REQUIREMENTS:

- The minimum paper size is 18" x 24", maximum paper size is 36" x 42"
- Plans must be complete, accurate, and drawn to scale
- Provide (3) sets of plans with numbered pages, sheet index guide, and sheet count
- Submit (1) copy of soils report (if applicable)
**Refer to foundation requirements for residential provided in this handout
- Submit (2) copies of structural calculations (if applicable)
- Show compliance with State Title 24 Energy Conservation requirements – forms shall be reproduced on the plans [2022 Energy Compliance Forms](#)
- Plans prepared by licensed professional(s) must be stamped at plan submittal, wet-signed or digital signature (as per Government Code section 16.5)
- Planning conditions of approval (if applicable), shall be reproduced on the plans
- The first sheet of the plans must contain the following information:
 - Name, address, and phone number of owner, engineer, architect or designer, soils engineer and contractor if available
 - Address of proposed project (include assessor parcel number and land use zone)
 - A project vicinity map
 - Applicable Codes
 - Project data to include complete work scope, size of lot, sf of existing and proposed conditioned and non-conditioned areas, accessory structures (patio /balcony /porch), and state if building is fire sprinklered or non-fire sprinklered
- Site plan showing the following information:
 - Verify if project is located within the Special Flood Zone Hazard Area [FEMA Flood Zone Map](#)
 - Verify if project is located within very high fire hazard severity zone [Fire Hazard Severity Zone Map](#)
 - All property lines, easements, existing lot drainage, and proposed lot drainage
 - Existing structures with distances between and from property lines and other structures on the parcel (include patio covers, decks, trellises, sheds, pools, etc.)
 - Location of all proposed work, show distances from property lines and other structures on the parcel
 - Height and location of all fences, walls, screen, and hedges over 42"
 - All driveways, paved areas, and required parking spaces
 - Fire Hydrant locations (new construction)
 - North arrow on site plan and vicinity map
 - Relative property elevations, finish floor elevations, and nearest upstream manhole elevation (Installation of a backwater valve in the drainage piping will be required if the flood level rim of the lowest fixture is below the next upstream manhole cover)

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- Foundation plan showing section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location of hold down, and depth of footings. Soil engineer's name, project number, and report recommendations must be reproduced on the foundation plans
- Floor plan showing all walls, doors, windows, cabinets, counters, minimum required electrical outlets and circuits, switches, lights, smoke detectors, mechanical equipment, plumbing fixtures, and appliances. Label use of all rooms, and clearly distinguish between proposed and existing areas
- Framing plan showing all structural elements including wall framing, floor and roof framing, ceiling framing, posts, beams, headers, shear walls, shear transfer details, lumber species and grade, hangers, connectors, and engineered truss designs (if applicable)
- Cross section of building showing all interior and exterior finishes, insulation type and value, sheathing, roofing materials, stairs, handrail /guardrail dimensions, and interior ceiling heights
- Elevation drawings from each side of the building or addition with building height, roof pitch, exterior wall covering materials, exterior landings, and surrounding grade
- Show location of all plumbing fixtures
- Show location of all HVAC equipment
- Show location of main electrical panel, sub-panel, outlets, switches, fixtures, and all power apparatus
- [Cal Green Code Documentation](#)
- [Erosion Control Plan](#)
- [Grading Plan \(if applicable\)](#)
- [Water Quality Management Plan \(as applicable\)](#)
- [Police Security Notes](#)
- [New Address Assignment Info. \(New SFD /ADU\)](#)

Foundation Requirements for Residential (Additions and New Construction)

BACKGROUND:

- Section R401.4 of 2022 California Residential Code (CRC) requires a soils test to determine the soils characteristics if expansive soils are likely to be present
- Section 1803.5.11 of 2022 California Building Code (CBC) requires a "geotechnical investigation" for any structure determined to be in Seismic Design Category C, D, E, or F in accordance with Section 1613
- Exception to Section 1803.2 states, "The building official shall be permitted to waive the requirement for a geotechnical investigation where satisfactory data from adjacent areas is available that demonstrates an investigation is not necessary for any of the conditions in Sections 1803.5.1 through 1803.5.6, and Sections 1803.5.10 and 1803.5.11."

POLICY:

Since most jurisdictions in Orange County are in Seismic Design Category D and due to the presence of expansive soil in some areas, this policy is developed to comply with the 2022 CRC and CBC.

Geotechnical investigation report is required for all projects except as prescribed below.

EXEMPTIONS:

- One story room addition(s) to a single-family dwelling or accessory dwelling unit up to 1,200 sf of individual areas and not in liquefaction area
- One story detached single-family dwelling, accessory dwelling unit, or accessory structure up to 1,200 sf and not in liquefaction area
- One story room addition(s) to a single-family or accessory dwelling unit up to 500 sf of individual areas located in liquefaction area
- (a) Room addition(s) to a single-family or accessory dwelling unit larger than 500 sf of individual areas but not more than 1,200 sf located in liquefaction area shall require 4' of over-excavation
(b) Detached single-family dwelling, accessory dwelling unit, or accessory structure larger than 500 sf but not more than 1,200 sf located in liquefaction area shall require 4' over-excavation
- One story detached accessory structure up to 500 sf located in liquefaction area
- Second story addition above existing first floor within the footprint of existing dwelling will require a letter from a California Licensed Geotechnical Engineer or Civil Engineer practicing soil engineering. The letter shall state the condition of existing foundation and supporting subgrade soils and shall provide foundation recommendations for the added vertical and lateral loads from the proposed second story addition

[Seismic and Liquefaction Area Map](#)

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Exempted projects as described above in item 1 through 5 shall follow the alternate methods as outlined below in lieu of geotechnical investigation report provided minimum foundation clearance from slope is maintained based on Section 1808.7, R403.1.7, or local Grading Code, whichever is more restrictive:

A. For slab on grade construction:

- Scarify top 12" or recompact 4' over-excavation prior to trenching for the utility and /or foundation 90% compaction report is required at the time of foundation inspection. Damp proofing, base course and pre-saturation are required
- Provide 5" slab on grade reinforced with #4 at 18" on centers each way over 4" base of ½" or larger clean aggregate with 10 mil vapor retarder in direct contact with concrete. Slab shall be tied-in to continuous 12" wide X 24" (minimum embedment into firm soil) foundation
- Continuous foundation must be reinforced with (2) #5, or (3) #4 top and bottom (See slab on grade foundation detail "A" below)

B. For raised foundation construction:

- Provide continuous foundation with 12" wide X 24" (minimum embedment into firm soil) around the perimeter of the addition
- Continuous foundation must be reinforced with (2) 5, or (3) #4 top and bottom
- Provide 18" (minimum embedment) for all interior pier footing (See raised floor foundation detail 'B' below)

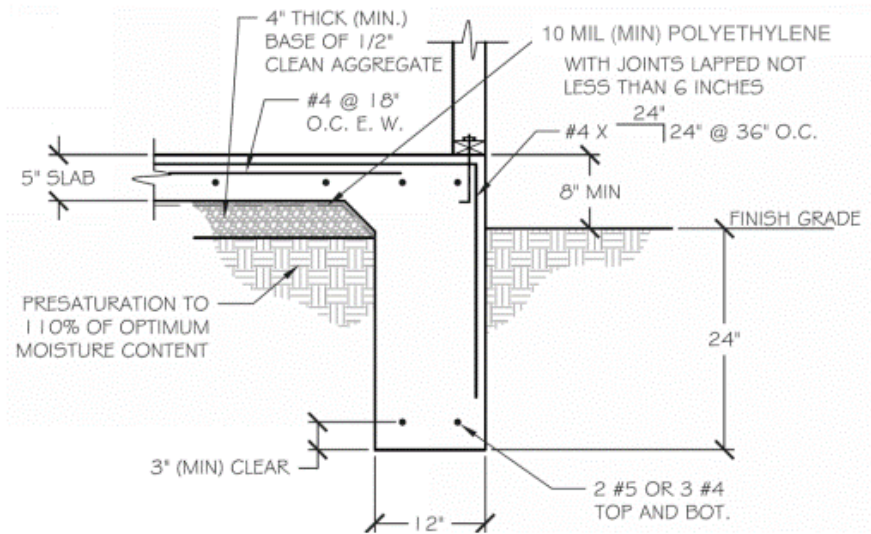
Note:

All concrete shall be $f_c' = 4,500$ psi (minimum) with type V cement maximum water cement ratio of 0.45. No special inspection required if concrete truck mix ticket is provided

This policy does not apply to projects that require grading plans and permit

Foundation Requirements for Residential (Additions and New Construction)

SLAB ON GRADE FOUNDATION DETAIL A



RAISED FLOOR FOUNDATION DETAIL B

