

# COUNTY OF TEHAMA

## DEPARTMENT OF BUILDING & SAFETY

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### SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:

#### COMMERCIAL OR RESIDENTIAL NEW BUILDINGS, REMODELS AND ADDITIONS

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional materials may be necessary. Geotechnical, soils reports, site elevations and flood elevation certificates may be required for some new structures. **Confirm the requirements for your project with the building department.**

**CHECK ENCROACHMENT REQUIREMENTS ON COMMERCIAL PROJECTS (THIS INCLUDES FRONTAGE IMPROVEMENTS INCLUDING CURBS, CUTTERS, SIDEWALKS, DRAINAGE, ETC. SEE SECTION 15.28.020 OF COUNTY CODE)**

**CHECK PLOT PLAN FOR ZONING AND VERIFY PROJECT IS ACCEPTABLE.**

**CHECK FLOOD HAZARD FOR FLOOD ELEVATION CERTIFICATE REQUIREMENT, PLANNING DEPARTMENT STAMP FOR ROAD DEPARTMENT SIGN-OFF REQUIREMENTS, AND FIRE DEPARTMENT STAMP FOR ROOF CLASSIFICATION, SPECIAL SETBACKS AND FIRE FLOW REQUIREMENTS.**

**An application for a building permit may be picked up at the county permit counter or may be downloaded from our web page under "HANDOUTS".**

#### 1. GENERAL INFORMATION

- A. Provide two initial sets of truss and energy calculations and **three** clear set of blueprints. Commercial projects also require **three** clear sets of blueprints.
- B. Plans shall be drawn to scale, indicating location, nature and extent of work proposed. Show in detail the project conforms to the provisions of the building code and all relevant laws, ordinances, rules and regulations. All sheets of the drawings shall be the same size. Minimum size acceptable is 11" x 17".
- C. Provide the wet signature of the designer on all pages of the drawings. (Any person responsible for the preparation of plans for others is required to wet-sign those plans).
- D. Provide a signed truss layout and calculations, including designs for attic equipment and other special loads, including bracing criteria, gable end truss designs and top chord notching details.
- E. Provide a signed statement by the designer stating she/he has **"reviewed the truss calculations for (the specific structure) and all loading and design criteria have been met."**
- F. Provide wet-signed and stamped structural calculations. All details, nailing, etc., must be transferred to the plans.
- G. The architect or engineer providing structural calculations shall stamp and wet-sign the drawings **OR** provide a statement stating she/he has **"reviewed the blueprints for (the specified structure) and all structural criteria per calculations dated (\_\_\_\_\_ ) have been incorporated."**

## 2. WHO MAY PREPARE PLANS

State law regulating the architectural and engineering professions describes who may prepare plans for buildings:

Any person may prepare plans for new buildings or additions to buildings, as follows:

- a. Single family dwellings of wood frame construction not more than two stories and a basement in height.
- b. Multifamily dwellings of wood frame construction not more than two stories and a basement in height, except that there may be no more than four dwelling units on any one lot.
- c. Garages and other appurtenant structures of wood frame construction not more than two stories and a basement in height.
- d. Agricultural and ranch building of wood frame construction.
- e. Interior nonstructural alterations which do not affect the structural system or the safety of the building.

However, any of the above buildings that are not of conventional wood frame construction or have unusual design features, or where there is insufficient lateral bracing, shall be designed by a registered civil engineer or licensed architect when required by the Building Official. Registered civil engineers or licensed architects shall prepare plans for retaining walls over 3 feet in height, foundation walls 4' or more in height, and plans for all other types of buildings.

## 3. PLANS

- A. Two sets of plans are required for plan review. Once your plans have been reviewed two additional corrected & complete sets will be submitted along with an 8 ½" x 11" reduced floor plan.
- B. Plans shall be drawn to scale, indicating location, nature and extent of work proposed. Show in detail the project conforms to the provisions of the building code and all relevant laws, ordinances, rules and regulations.
- C. All sheets shall include the project address, name of owner, date of the plans, the designer's name and address. Commercial projects shall also include applicable codes, occupancy classification and construction type.
- D. Architectural, structural and/or civil plans and documents shall be stamped and wet signed by the appropriate architect/engineer.
- E. The minimum paper size shall be 11" x 17". All sheets of the drawings shall be the same size.

**NOTE: Rough sketches will not be accepted.**

## 4. PLOT PLAN

- A. The minimum acceptable scale is 1" = 50'.
- B. Show site elevations.
- C. Show **North** arrow and street name.
- D. Show existing and proposed contours (site elevation) at 4' intervals for any slopes within 40' of any structure. Indicate distance from structure to top or bottom of slope.
- E. Show property lines, boundary dimensions, parcel size, building setbacks and easements. On private roads, centerline of street may be property line.
- F. Show all existing and proposed structures and the distances between each including accessory buildings, decks, pools, spas, sheds and detached garages. Clearly distinguish between what exists, what will be removed and what is proposed as new.
- G. Show existing and proposed front, side and rear setbacks for all floors to the property line to the closest portion of the building.
- H. Show all IOD (irrevocable offer to dedication), easements including public utilities, drainage flow lines and location of swales.
- I. Show driveways and adjacent streets. Indicate if street is public or private. If a lot may only be accessed from the street by crossing one or more other lots, this should be clear on the plans.
- J. Show existing or proposed path of all utilities: electrical, gas, sewer or septic tank location.
- K. Storm drains, rainwater leaders, water or well location.
- L. Show areas that are surfaced for parking.
- M. Maintain 2% minimum slope away from building on all four sides.

## 5. FLOOR PLANS (RESIDENTIAL)

- A. The minimum acceptable scale is  $\frac{1}{4}'' = 1'$ .
- B. Clearly distinguish between existing and new construction. If an addition, provide dimensions and show doors and window (including sizes) in all adjacent rooms.
- C. Show dimensions for all rooms, and indicate their use.
- D. Show dimensions for all doors and windows and type, i.e. casement, slider, awning, fixed, sliding glass door, etc.
- E. Locate all electrical plugs, lights, switches, plumbing fixtures and heating appliances. Show electrical panel size and location. Locate HVAC compressor pad, disconnect & 120 volt service.
- F. Provide egress windows in sleeping rooms with openings at a maximum of 44" above floor, a minimum open width of 20", minimum open height of 24" and minimum open area of 5.5 s.f. at first floor and 5.7 s.f. at 2<sup>nd</sup> and 3<sup>rd</sup> floors. Provide minimum windows with 8% of room area for light, 4% for ventilation in all habitable rooms.
- G. Provide safety glazing in doors, showers or tubs, and in windows within a 24" arc of a doorjamb, large windows with sills closer than 18" to the floor, or elsewhere in a hazardous area. Mark all tempered windows on the floor plans or elevations.
- H. Show attic access (not in wall closet), readily accessible. If used for storage or servicing equipment, install a switched light at or near the opening.
- I. Show Type-X gypboard between garage and dwelling.
- J. Show under floor access 18" x 24". Cleanouts should be not more than 20' from access.
- K. Stairways: Specify rise and run, headroom clearance. If only minimum and maximum are given, check to assure room is available for required landing at top and bottom. (Rise: 7  $\frac{3}{4}$  max./Run 10" max.)
- L. Show GFI receptacles in garages, bathrooms, unfinished grade level storage and shops, on the exterior, at kitchen countertops and within 6' of sinks or lavatories. Provide at least one GFI receptacle at front and rear of dwelling.
- M. Provide hardwired smoke detectors with battery backup in all sleeping rooms, basement and central hall(s); locate at high ceiling breaks; connect all alarms in series.
- N. Provide uniform fluorescent lighting in bathrooms, kitchen, laundry and garage.
- O. Provide 5/8" Type-X gypboard in useable spaces under stairs.
- P. All bedrooms on GFI circuits.

## 6. EXTERIOR ELEVATIONS DRAWINGS (RESIDENTIAL)

- A. The minimum acceptable scale is  $\frac{1}{4}'' = 1'$ .
- B. Show the elevation of all exterior walls, roofs, doors, windows and indicate the materials to be used. Indicate the roof pitch.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.
- E. Specify weep screeds at the bottom of all stucco walls, 4" from soil and 2" from paving.
- F. Show spark arrestor. Specify minimum chimney height of 2' higher than any roof within 10'.
- G. Provide attic ventilation at a 1/300 ratio if half of the vents are 3' lower than the high vents, or 1/150 ratio if otherwise. Specify number, sizes and location of vents.
- H. Underfloor ventilation: Number and size of vents, based on 1 s.f. per 150 s.f. of underfloor area or 1-1/2 s.f. per 25 linear feet of foundation perimeter. Show locations on drawings or provide note locating openings as close as practicable to corners to provide proper cross ventilation.
- I. Specify a fire-retardant roof covering and classification. Provide verification to the Building Inspector after installation. If project is located in SRA (State Response Area), then the building shall comply with Chapter 7A & must note compliance measures.

## 7. FOUNDATION AND FLOOR FRAMING PLANS

- A. The minimum acceptable scale is  $\frac{1}{4}'' = 1'$ .
- B. Provide foundation plan, fully dimensioned and in agreement with floor plan. Show all holdowns (not anchor bolts) and embedded hardware on the foundation plan. Make note of locations of unusual anchor bolt spacing, as required.
- C. Provide special footings for point loads, i.e., girder trusses, beam supports, etc. Provide details specifying steel, one- or two-pour footings, and stem-wall widths. . *Minimum* concrete strength is 2500 psi.
- D. Show the floor construction including floor framing, size and spacing, reinforcing steel. Specify floor sheathing and nailing. Show separate floor framing for all stories.
- E. Include calculations and specifications for any manufactured floor truss system.

**8. ROOF FRAMING PLANS**

- A. The minimum acceptable scale is  $\frac{1}{4}'' = 1'$ .
- B. Show ridges, hips, valleys, joists, skylights and the size and spacing of the structural members.
- C. Include the listing number (i.e. ICBO number) for any skylight.
- D. Include two sets of **wet-signed calculations** for any manufactured truss system.  
**NOTE: Truss calculations must be from the manufacturer of the trusses to be used.**
- E. Show connections of truss/rafter to top plate & diaphragm load transfer to shear walls.

**9. CROSS-SECTION DRAWINGS**

- A. The minimum acceptable scale is  $\frac{1}{4}'' = 1'$ .
- B. Show framing cross-sections that are applicable for all altered areas. Show a complete cross-section through the entire structure indicating building construction. Indicate foundation system, wall system and roof system. Show construction of structural members and their connections, materials, insulation, etc.

**10. TITLE 24 ENERGY DOCUMENTATION**

- A. Submit 2 sets of energy calculations for all new construction and additions.
- B. Residential alterations and remodels 100 – 999 sf shall meet the minimum design standard:  
Insulation: R-19 for ceilings and floor, R-13 for walls. Windows: Double Glazed
- C. Documentation must include compliance forms CF-1R and MF-1R and load calculations.
- D. Owner and designer shall wet sign the compliance form.

**11. SMOKE DETECTOR REQUIREMENTS**

Residential smoke detectors shall be installed in sleeping rooms and centrally located in the corridor or area giving access to each sleeping area. A detector shall be installed on each story and in the basement. If the ceiling height of the room open to the hallway serving the bedrooms exceeds that of the hallway by 24 inches smoke detectors shall be also be installed in the adjacent room. Detectors shall be audible in all sleeping areas and shall be interconnected.

**12. STRUCTURAL PLANS AND CALCULATIONS**

- A. Continuous foundations are required for residential buildings unless engineered by a licensed engineer or architect.
- B. Calculations are required for all basements, retaining walls over three (3) feet and any nonconventional construction as defined by the building code.
- C. Headers and Beams: Specify sizes, species and grade.
- D. Roof rafters: Show direction, size and spacing. Specify lumber species and grade.
- E. Posts: Detail base and top connections or specify manufactured connections on drawings.
- F. Provide braced wall panels where not specifically engineered. **Braced wall panels** must be clearly identified and specified.
- G. **Shear walls** must be clearly identified and specified, including the length.
- H. Provide HVAC suspension, **including seismic restraints.**
- I. All masonry and factory-built fireplaces shall be permanently equipped with an EPA certified insert or shall be permanently labeled showing it meets EPA emission limits.
- J. Provide manufacturer's installation instructions for factory-built fireplaces and chimney ON THE JOB SITE. If your design calls for enclosing the chimney with materials other than what is supplied by the chimney manufacturer, provide information to verify enclosure procedures.
- K. Specify masonry veneer attachments, weep holes; include footing and/or lintel details as appropriate.

**13. MISCELLANEOUS DETAILS**

- A. Provide guardrails if the walking surface is 30" or more above adjacent grade.
- B. Detail the connection of deck railing post to the deck or floor.
- C. Provide combustion air for fuel burning appliances.
- D. Permanent appliances in garage subject to vehicle impact shall be protected against damage. Gas appliances shall be elevated 18" above garage floors.

**14. CONDITIONS OF APPROVAL**

Where applicable, include PLANNING COMMISSION NOTICE OF ACTION letter for all conditions imposed in the approval of a variance, a use permit, a subdivision, or design review.

**15. ENCROACHMENT PERMIT**

Required for all work performed in the right-of-way, county or state highways.

**16. SOILS REPORT (IF APPLICABLE)**

Fill work for construction sites shall be compacted and tested. A soils report may be required at the discretion of the Building Official.

**17. FLOOD HAZARD (IF APPLICABLE)**

- A. A complete flood elevation certificate is required for all new construction, remodels, and additions if it is determined the project is in the flood plain per FEMA maps. A minimum of two Elevation Certificates will be required.
- B. Show elevation of the lowest floor, including basement, in relation to mean sea level.
- C. Show elevation of condenser pad on floor plan or site plan. Top of slab is required to be above flood elevation. Code requires condenser be placed on concrete.
- D. Show flood vents on elevations. Fully enclosed areas below the base flood elevation shall have a minimum of two openings on different sides with a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding. Openings may be equipped with screens, louvers, or other coverings or devices, which permit the automatic entry or exit of floodwater. The bottom of all openings shall be no higher than one (1) foot above grade.
- E. Show detail of vented stemwall if vents are required to be in the stemwall.
- F. Manufactured homes must be elevated and anchored to resist flotation, collapse or lateral movement. Methods of anchoring may include, but are not limited to use of over-the-top or frame ties to ground anchors. An engineered foundation is required with State Approved Plans.
- G. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities shall be located or designed to prevent water damage.
- H. Water closets and sinks located below flood levels shall be equipped with check valves.
- I. To reduce damage from floodwaters, consider locating ductwork above flood level.
- J. Propane tank shall be bolted or otherwise positively attached to its foundation.

**18. RECORD OF SURVEY (IF APPLICABLE)**

1. Subtitle:

- a. A brief legal description of what is being surveyed: to include owner's name and document number (for Recorder's indexing) and subdivision name, lot, block, vol. & page (if any).
- b. Scale: Suitable engineering scale; check scale.
- c. North Arrow: Pointing up the page.
- d. Reference to other filed map to be: Subdivision maps (\_\_\_\_ Maps \_\_\_\_), Parcel Maps (\_\_\_\_ P.M.\_\_\_\_), and Record of Survey maps (\_\_\_\_ L.L.S.\_\_\_\_).

2. Survey Information:

- a. Found monuments type, size and tag shown and referenced to recorded map.
- b. Label [ ]U.O.[ ] for Unknown Origin for tagged monuments that have no reference (County Eng. Assoc.).
- c. Found monuments: Use solid symbols.
- d. Monuments set: type, size and tag. Use open symbols.
- e. Method of establishment of all lines and corners.
- f. Basis of bearings. Reference to filed map and monument line.
- g. Curve data complete.
- h. Radial bearings shown at end of nontangent curves.
- i. Bearings and distances on all surveyed lines.
- j. Widths, types and recording data of all IOD, easements that are shown.
- k. R/W widths and names of adjacent streets and roads.
- l. City and/or county boundaries shown and verified.

- m. Ties to streets and easements shown.
- n. Material evidence which shows alternate positions of lines and points.
- o. Record data shown when different from survey data (the record data being shown placed in parentheses).

**19. GRADING AND EROSION CONTROL PLANS (IF APPLICABLE)**

The application for a grading permit must include all the following information unless the **Issuing Authority** finds any item or items unnecessary to comply with the purposes of this chapter.

**Grading plans are not required on most Single Family Dwellings.**

- A. Information as required on the plot plan.
- B. Statement of proposed use of the site to be graded.
- C. Grading plan, prepared and signed by a California registered civil engineer, showing:
  - a. Limits of the area(s) to be graded and the locations, dimensions and slopes of cuts and fills.
  - b. Calculations of cubic yards of excavations and fills.
  - c. Profiles and cross sections sufficient to show the relationship of existing and proposed structures to existing and proposed contours.
  - d. Location, size and varieties of trees to be removed.
  - e. Existing and proposed drainage and detailed plans for any proposed drainage structures.
  - f. **Interim and final** plans for erosion control during and after grading including planting, cribbing, terraces, sediment retention structures, and other such means of control.
- D. Specifications for revegetation of the graded area to control erosion and restore the appearance of the site including:
  - a. Location, size and variety of plants.
  - b. Proposed methods of planting and maintenance.
  - c. Schedule for installation.
- E. The date the proposed grading is expected to start and to be completed and the schedule for constructing sediment and erosion control structures.
- F. The number, types and sizes of trucks and other equipment to be used for work on the site and for hauling excavated material.
- G. The location of any temporary storage areas for fill material.
- H. Detailed engineering specifications and drawings of retaining walls, drainage structures or other site improvements as required by the Building Official based on the recommendations of the department staff.
- I. Protection plan for **all trees to be retained**.
- J. Topsoil stockpile areas.

**20. OTHER DEPARTMENT/AGENCY APPROVALS**

When required, show approvals from the following:

- A. Tehama County Planning Department.
- B. Tehama County Fire Department
- C. Tehama County Environmental Health Department
- D. Rio Alto Water and Sewer District
- E. El Camino Irrigation District
- F. Gerber-Las Flores Sanitation District
- G. Tehama County Sanitation District, Mineral Ca.

**21. SCHOOL IMPACT FEES**

- A. School impact fees shall be paid **prior** to issuance of a building permit. After plan review is complete, the Building Department will send the appropriate paperwork to the school district office.
- B. School fees are paid at the appropriate school district office.

**22. BUILDING INSPECTION REQUESTS**

When requesting a building inspection you will be required to call our voicemail telephone number (530) 527-4928 before 3:30 on the business day prior to your inspection request day. Inspections will be scheduled for the day requested (usually the following day). No guarantee of scheduled time during the day is possible. Call into the office after 9 AM for an approximate time of day.