



Single Family and Duplex Additions Plan Submittal Guidelines

Prior to beginning your project, remember to always check with the Planning Department to confirm planning/ zoning requirements.

The following are current applicable Codes:

2022 California Residential Code
2022 California Building Code
2022 California Mechanical Code
2022 California Electrical Code
2022 California Plumbing Code
2022 California Energy Code
2022 California Green Building Standards Code
City of San Ramon Ordinances

Except for plot site plans which shall be scaled 1/8" = 1', all plans shall be scaled at 1/4" = 1'.

The following is a compilation of the most common requirements for the plans preparation pertaining to single family and duplex additions/alterations as identified by the City of San Ramon Building Division. Please review and consider these requirements/recommendations as you prepare your plans/documents for the building permit application.

Please Register and apply at this [CSS link](#).

DOCUMENT SUBMITTAL GUIDELINES:

- Sheet Size:** Plan sheet size shall be 18" x 24" or larger.
- Cover Sheet Information:** address of project; name, address and phone number of project owner; name, address, phone number, title and registration information of project design professional; applicable editions of state and local codes; description of project; occupancy classification(s) for all building areas; type of construction; gross building area per floor (existing and addition/alteration); building height; fire sprinkler system (yes/no); an index of drawings.
- Wet Signature and Stamp** of Project Architect or Engineer is required on all drawings. Plans prepared by contractor or designer require a signature only (no wet stamp required).
- Sanitary Stamp** is required on front sheet of drawings.
- Plot Plan:** (1/8" = 1' scale); lot dimensions; dimensions which indicate the distances from all existing and proposed buildings to adjacent property lines; north arrow; identification of all streets and rights-of-way adjacent to the site with dimensions showing distances from the center line and edge lines of each adjacent rights-of-way to the adjoining property lines and existing buildings; location of easements and visible utilities on site; parking layout and location of all driveways, curb cuts and site entrances.
- Grading/Drainage Plan:** (1/8" = 1' scale); tops and toes of slopes; grade/pad elevations, ground slope drainage scheme and topographical details; retaining walls and drainage systems.

- Landscape Plan:** (1/8" = 1' scale); irrigation and planting schedule; accessory structures, walkways, pools, decks, sheds, etc.
- Architectural Plans:** (1/4" = 1' scale); exterior building elevations to include maximum building height expressed in vertical height; floorplans identifying all room areas and uses; building sections to include a section at the maximum building height and natural and finish grades; details of all fire-rated assemblies; stairway, handrail and guardrail details; window and glazing schedule; door schedule; room finish schedule (flame spread ratings); flashing details; roof covering specifications; exterior wall covering specifications.
- Structural Plans (including, but not limited to):** (indicate scale); footing/foundation plan; floor framing plan; roof framing plan; structural frame details; manufactured trusses signed by design engineer (including ID #'s and splice and connection details); structural material specifications; etc.
- Plumbing Plans:** site utility plan; complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, grease and sand traps, etc.; pipe size calculations (waste/vent, water, roof drain); indicate whether appliances are gas-operated, electric, or otherwise; etc.
- Mechanical Plans:** complete mechanical plans and/or specifications sufficient to identify the size and location of all heating, ventilating and air-conditioning equipment; equipment schedule with BTU ratings; gas pipe sizing calculations; smoke/fire damper locations; etc.
- Electrical Plans:** complete electrical plans which identify the location and capacity of the main service equipment and all distribution panels, detail all computed loads and ground-fault calculations, and show the location of all receptacles, switches, lighting fixtures, exit lights/signs, etc.

CALCULATIONS

- Structural Calculations:** wind load design factor is 110 M.P.H. - exposure "C"; Seismic Design Category D or E.
- Title 24 energy calculations and forms:** Complete all Title 24 energy documentation (including all required calculations) as required by the State of California, all parts shall be completely filled out, signed and reproduced on the plans.

OTHER DOCUMENTS

- Geotechnical (Soils) Report** Stipulation of required special inspections and other structural inspections per Section 107 (current California Building Codes)
- San Ramon Valley School District Receipt** (when addition exceeds 500 square feet) 699 Old Orchard Drive, Danville, CA 94526 (925) 552-5500
- Sanitary Review Stamp**
 1. **Dublin San Ramon Services District** 7051 Dublin Blvd. Dublin, CA 94568 (925) 846-4565
 2. **Central Contra Costa Sanitary District** 5019 Imhoff Pl. Martinez, CA 94553 (925) 228-9500