



NEW SINGLE-FAMILY DWELLING OR ADDITION BUILDING PERMIT SUBMITTAL REQUIREMENTS

BUILDING DIVISION

Following please find a comprehensive submittal list for building permits for new single-family dwellings or additions. All items may not pertain to your specific project. Please contact the Building Division if you have any specific questions about the submittal requirements.

Document Submittal List

Three sets hard copies or digital set of Drawings to include:

- Plot plan.
- Grading plan.
- Architectural plan: floor plan(s), roof plan, exterior elevations.
- Structural: Provide structural details for foundation, floor, wall, ceiling, and roof framing.
- Mechanical Plan: location of unit(s) and supply and return registers.
- Electrical plan.
- Plumbing plan.
- Two Sets must be stamped by Mt. View Sanitary District or Contra Costa Central Sanitary District.

Two sets of hard copies or digital set of Calculations to include:

- Structural calculations, where necessary (wet signed and stamped).
- Energy calculations and forms (Title 24). Both original 8 ½ x 11 and CF-1R and MF-1R on the plans.
- Soils Report.

Addition Information to be Included on Documents

Plot Plan

- Lot dimensions: metes and bounds.
- Building footprint with all projections and dimensions to property lines and between buildings.
- Eaves and roof overhangs.
- North arrow and scale.
- A copy of the title report for the property.
- Show Easement(s) and restrictions.
- Show and specify the species, variety, and size of trunk on all trees
 - a. Show extent of tree canopy.
 - b. Show trees proposed to be removed with an "X".

Grading and Drainage

- Top-of-slopes and toe-of-slopes on slight slopes and topography on lots with more than five-foot elevation difference.
- Existing and proposed contours shown in two-foot contour intervals.
- Pad and garage floor elevations: Ground slope drainage scheme and topography (hill sites).
- Retaining walls.
- Drainage systems.
- Existing and proposed utility services.
- FEMA 100- year Floodplain Zone or elevation.
- Stormwater Control Plan (C.3 requirements) as applicable.

- Frontage improvement, as applicable.
- Applicable City Standard General Notes.

Architectural and Structural Plans

- Foundation, structural floor, and roof framing plans.
- Architectural floor plan and roof plan.
- Exterior Elevations: specify all exterior finish materials.
- Structural material specifications/Structural and architectural details.
- Truss configuration and locations.
- Typical cross section in each direction.

HVAC, Plumbing, and Electrical Plans

- Location of HVAC equipment and plumbing fixtures.
- Outlets, fixtures, switches, smoke alarms, service panel amperage, and sub-panel location(s).
- A load calculation is required if an inordinate amount of equipment or appliances is proposed.

Energy Requirements

- Form CF-1R with all signatures.
- Heat loss calculation.
- Print CF-1R and MF-1R on drawing set.

Information

- Wet signature on all documents by design professional and document maker.
- Name, title, California registration, address, and phone number of design professional.
- Address of property.
- Name, address, and phone number of property owner(s).
- Cover Sheet Information:
 - Applicable code versions of California Residential Code, CA Electrical, CA Mechanical, CA Plumbing, CA Energy Code, CalGreen, Martinez Municipal Code.
 - Description of scope of work.
 - Occupancy and type of construction.
 - Gross area, by floor(s) and building height.
 - Index of drawings.
- All drawings must be to scale.

Details

- Window: head, jamb, and sill.
- Exterior doors: head, jamb, and sill.
- Flashing: vertical and horizontal junctures of materials.
- Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces.
- Footing, piers, and grade beams.
- Post and girder intersections.
- Roof: eaves, overhangs, rakes, and gables.
- Cabinet elevations.
- Floor changes (i.e. wood to concrete).
- Handrail(s) and guards with support.
- Structural wall sections with details at foundation, floor, and roof levels.