



# RESIDENTIAL ADDITIONS & ALTERATIONS/REMODEL SUBMITTAL REQUIREMENTS

- **This is a comprehensive submittal list for Residential Additions and Alterations/Remodel, which includes Kitchen and Bathroom remodels. Note, all items may not pertain to your specific project.**
- Items that are required for all addition and alteration/remodels are marked as such, . All other are required if applicable for the scope of work.

*\*Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & electronic submittals.*

## 1. Document Submittal List

- A. Drawings: (3 Sets 24"x36" maximum, 11" x 17" minimum)\*
- Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
  - Architectural plan: floor plan(s), roof plan, exterior elevations
  - Structural: foundation plan, floor framing plan(s), roof framing, truss information, cross sections, and structural details referenced on plan(s) Mechanical plan
  - Electrical
  - Plumbing
  - 2 Sets\* must be stamped by [Sausalito-Marín City Sanitary District](#) prior to submittal (*required for Additions and required for Interior Remodels if moving/adding fixtures*)
- B. Supporting Documents/Calculations: (2 Sets 8 ½" x 11")\* Structural calculations (signed and stamped)
- Provide Fire Department Approval Letter *prior to permit issuance*. Provide Fire district's final approval letter of the job site *prior to the City's final inspection*.
  - 80% Rule on Residential Construction Evaluation (for Fire Sprinklers), see Section F Electrical Load calculations for electrical service capacity, see Section D
  - Energy calculations and forms (Title 24)
    - a. Both original 8 ½ x 11 and CF-1R and MF-1R on the plans
- C. Geotechnical Report: (2 Sets 8 ½" x 11")\* Geotechnical Report (signed and stamped)
- Letter by geotechnical engineer confirming that the construction documents have been reviewed and determined that the recommendations in the geotechnical report are properly incorporated into the plans. (signed and stamped)

## 2. Information to be Included on Documents

- A. Plot Plan (*Required if scope is beyond the existing footprint of the building. E.g. expanding the area of the home, attaching a covered porch to the home, etc.*)
- Lot dimensions: metes and bounds information
  - Footprint of all existing and proposed buildings with all projections and dimensions to property lines and between buildings
  - North arrow and bar scale (or indicate scale) Visible utility to curb
  - Easement(s)
  - For each tree provide location, species, variety, & trunk diameter in inches at 54" in height if trunk diameter is 10" and greater
    - a. Show extent of tree canopy and dripline
- B. Grading and Drainage
- Top and toe of slopes on slight slopes and topography with minimum 2' contours on lots with more than 5' elevation difference
  - Pad elevations: Ground slope drainage scheme and topography (hill sites)
- C. Architectural Plans
- Architectural floor plan(s) and roof plan

- a. Provide Existing and Proposed (new) floor plans
- Exterior Elevations: specify all exterior finish materials Ventilation Calculations, Attic Access, Crawlspace Access
- Window and Door Schedule; Egress Windows and Doors on plan/elevation Architectural Details/Sections including but not limited to:
- a. Flashing: vertical and horizontal junctures of materials
  - b. Fireproofing (e.g. 1 hour walls, 1 hour eaves)
  - c. Fireplace: masonry or manufacturers cut sheets with listing information for make and model of prefabricated fireplaces, BTU of fireplace
  - d. Handrail(s) and guards with support
- D. Structural Plans (*Required if there is structural scope. E.g. removal/addition of structural walls and bearing walls.*)
- General Notes & Material Properties (e.g. Concrete, wood, steel, reinforcing, etc.) [Design Criteria](#) (Design Loads, Wind Loads, & Seismic Loads and Parameters) Soil Properties (Soil Site Class, Bearing pressure, etc.)
- Foundation, structural floor, and roof framing plans Structural Details/Sections including but not limited to:
- a. Footing, piers, and grade beams
  - b. Post and girder intersections/connections
  - c. Roof: eaves, overhangs, rakes, and gables
  - d. Floor changes (i.e. wood to concrete)
  - e. Structural wall sections with details at foundation, floor and roof levels
  - f. Lateral System (e.g. shear walls, holdowns, steel columns, diaphragm etc.)
- E. Mechanical, Plumbing and Electrical Plans
- Location of HVAC equipment and plumbing fixtures
  - Outlets, fixtures, switches, smoke alarms, carbon monoxide alarm(s), service panel amperage, sub- panel location(s)
  - [Electrical load calculation](#) is required if an inordinate amount of equipment or appliances is proposed
  - Gas Line Diagram or Isometric
- F. Energy Requirements
- Form CF-1R with all signatures
  - Heat loss calculation to size new equipment or confirm adequacy of existing equipment Print CF-1R and MF-1R on drawing set
    - a. MF-1R, (Residential Mandatory Measures): The Town accepts Checklists that meet CalGreen requirements, such as the [checklist developed by AIA.](#)
- G. Information
- Signature on all documents by design professional and document maker
  - Name, title, California registration, address, and phone number of design professional Address of property
  - and name, address and phone number of property owner
  - Cover Sheet Information
    - a. Applicable codes
    - b. Description of type of work (i.e. Scope of Work)
    - c. Occupancy and type of construction
    - d. Gross area, by floor(s) and building height
    - e. Indicate if the building has an existing Fire Sprinkler System
    - f. Indicate if Fire Sprinklers will be added per City's Policy to Evaluate 80% Rule. Note, if existing residence has fire sprinklers, additions/alterations require fire sprinklers.
    - g. Index of drawings
    - h. List Deferred Submittals (e.g. Truss Calculations, Gas Line Sizing, Fire Sprinklers etc.) All
  - drawings must drawn to a standard engineering or architectural scale
- H. Prefabricated Trusses
- Roof framing plan with truss I.D. number and manufactures name Detail of all truss splices, connection and plate sizes

- Show all trusses including gable bracing and bridge/bracing Reviewed and signed by engineer of record
- Stamped and signed by truss company engineer
- Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan