



777 Cypress Ave.
Redding CA 96001
(530) 225-4013 – Fax (530) 225-4360

PLAN CHECK SUBMITTAL RESIDENTIAL ADDITIONS/ALTERATIONS

Design Criteria:

- Seismic Design Category D¹
- Basic wind speed (85 mph for California Residential Code; 110 mph for California Building Code)
- Snow load (30 psf roof snow load, nonreducible)
- 2019 editions of the California Residential Code (CRC), California Electric Code (CEC), California Building Code (CBC), California Plumbing Code (CPC), California Mechanical Code (CMC), California Fire Code (CFC), and California Health and Safety Code amendments.
- 2019 California Energy Code Energy Efficiency Standards, Climate Zone 11
- 2019 California Green Building Standards Code
- Class 4 soil per CBC Table 1806.2 or Class GC per CRC R401.4.1 or a soils report per CBC 1803 or CRC R401.1.1

Drawing Criteria:

Preferably, drawings shall be limited in size a minimum of 11 by 17 and a maximum 24 by 36 inches. Plans must be clear and legible; non legible plans ***will not be accepted.*** Preferred scale: ¼ inch per foot for structural and architectural; 1 inch = 20 feet for site plans.

Plans must be signed by plan preparer on each page. Architects/engineers must affix their seal and wet sign all appropriate sheets of plans (cover sheet of supporting documents to be stamped and wet signed).

Submittal Plan Documentation:

- Two complete sets of legible building plans to include:
 - Site plan with drainage-direction arrows and erosion control methods
 - Architectural plans:
 - Floor Plans
 - Roof Plans
 - Exterior Elevations
 - Structural Plans:
 - Foundation Plan
 - Floor Framing Plan
 - Roof Framing Plan
 - Cross Sections
 - Structural Framing Details
 - Relevant information on plumbing, mechanical, and electrical components
 - Truss layout



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- Two sets of wall bracing design calculations in accordance with CRC R602.10, when applicable
- Two copies of Construction Waste Management Plan
- Two sets of structural engineering calculations, when required, stamped and signed by Licensed California architect or engineer
- Two sets of truss calculations, when required, stamped and signed by licensed California architect or engineer
- Two sets of energy calculations signed by designer and/or owner
- Two copies HVAC duct design per Manual D or J.
- Once Assessor's floor plan
- Forms:
 - Permit Application
 - Owner Builder Form, if applicable
- Two copies of concrete slab design mix

Specific Information on the Above Drawings:

General Information/Building Analysis (cover sheet):

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record or plans preparer
- Assessor's parcel number
- Total square footage of building and improvements (existing and new)
- Whether or not the property is located in a High Fire Hazard (W.U.I.) Area
- Vicinity map, location, and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Conditioned floor area
- Electrical service equipment size
- Whether or not the property is located in a Flood Zone

Plot/Site Plan:

- Lot dimension showing whole parcel and property lines with bearings and distances
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify structure orientation with north arrow
- Direction arrows showing drainage from and on property
- Grading plan with new and existing elevations (when required)
- Building finish floor elevations and grade elevations
- Flood plain elevations



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- Show location of:
 - Electric meters/service
 - Driveway
 - Location of well
 - Easements, right of way, etc.
 - Erosion control methods
 - Mandatory requirements of Planning Division and/or use permit
 - Septic system or building sewer
 - Gas meters
 - Propane tank
 - Other structures on property
 - Curbs, gutters, and sidewalks

Architectural and Structural Plans:

- Foundation plan
- Floor plan (show each floor drawn to scale and fully dimensioned new and existing, including adjoining rooms):
 - Reference to section details
 - Identify emergency egress windows
 - Show size of all openings/swings of doors
 - Identify existing and proposed use of all rooms
 - Show location of items (walls, etc.) to be demolished
 - Show location of all stairways
 - Identify required safety glazing
- Floor/wall/roof framing plans
- Exterior elevations
- Details architectural/structural:
 - Cross sections
 - Section details
 - Tie-in connections for footings
 - Footing details (piers, grade beams, rebar, etc.)
 - Handrails and guardrails along with support details
 - Structural material specifications
 - Door/window schedules (list size and type)
 - Structural connections (hold downs, straps, etc.)
 - Tie-in connection details for roof and walls between new and existing portions
 - Framing details
 - Flashing
 - Bracing details
- Floor plan showing proposed electrical item locations:
 - Lighting locations and switching
 - Mechanical equipment and disconnects
 - Receptacles and GFCI receptacles
 - Distribution panel locations
 - Smoke and carbon monoxide alarm locations
 - Electrical panels
 - Exhaust fans and range hoods



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PLAN CHECK SUBMITTAL

RESIDENTIAL ADDITIONS/ALTERATIONS

Assessor’s Plan:

- Floor plan depicting scaled dimensions
- Site/plot plan

Separate Permits and Plans Required:

- Site retaining walls
- Propane tanks

Notes:

Multiple information can be combined on plans for simple buildings if clarity is maintained. This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review approved plans before permits can be issued.

Environmental Health/Air Quality Divisions:

Approval is required for:

- Water wells
- Septic systems

Departments and Agencies to contact if questions arise on specific requirements:		
Department	Phone Number	Responsibility
Building Division	225-4014	Plan review, building permits, and inspections
City Clerk	225-4056	Business License
Cross Connection Control	224-6031	Commercial water supply
Customer Service	339-7200	Utility services
REU	339-7330	AIC ratings/transformer location, size, and service conductors
Fire Prevention	225-4099	Plan review and inspection
Industrial Waste	224-6068 224-6049	Commercial and industrial wastewater
Planning Division	225-4020	Use permits, signs, and zoning
Engineering Division	225-4305	Grading/drainage permits, erosion control, and utility/street improvements
Shasta County		
Office of Education	225-0225	School Fees
Environmental Health	225-5787	Septic systems, water wells, and pools
Air Quality Management	225-5674	Hazardous materials and gases