



Community Development Department
Building & Safety Division

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In-take Checklist for Over-the-Counter Plan Reviews Residential Additions • Alterations

Job Address: _____ Plan Check No.: _____
Scope of Work: _____ Date: _____

The checklist submittal list indicates additional documentation for the completion of the addition and/or alteration plan review and permit issuance. The designer of record, owner's agent and/or person with authority to makes changes to drawings should meet with the plan check staff for these projects. At the time of review, if plan check staff determines the information submitted is not complete, verbal or redlines comments will be provided and the appointment will be re-scheduled.

Below is the missing information required for your next resubmittal. This is not a complete list of all required submittals; additional information may be required after initial plan review.

1. Document Submittal List

A. Drawings: Three (3) sets plans, 11"x17" minimum size, with the following information:

- Plot Plan/Site Plan
- Architectural Plan: Floor Plan, Roof Plan, Exterior Elevations
- Structural Plan: Foundation Plan, Floor Framing Plan, Roof Ceiling Plan, Truss Information, Cross Sections, Structural Framing Details & Notes
- Separate Mechanical, Plumbing and Electrical Plans
- Clean Bay Blueprint

B. Calculations (2) sets of:

- Structural Calculations (if applicable)
- Energy Calculations & Forms (Title 24 Part 6)
- CalGreen Residential Mandatory Measures Checklist

C. Other Documents

- Building Permit Application
- Owner/Builder Form (if applicable)
- Waste Management Plan approval (if applicable)

- Easement(s)
- Existing and proposed grading plan, topographic plan drawn to 1'-0" contours
- Location of existing and proposed retaining walls
- Area diagram
- Locations of new rainwater downspouts and receiving landscaping

B. Architectural and Structural Plans

- Structural roof, floor framing and foundation plans
- Architectural floor plan(s) including adjoining rooms with complete dimensions
- Exterior elevations
- Structural material specifications
- Structural and architectural details
- Truss configuration and locations
- Typical cross section in each direction
- Soil reports (if applicable)
- Special Inspection Testing Agreement (two forms wet signed by all required parties).

Note: Professional designer of record (architect or engineer) may perform the required inspections in lieu of a Special Inspection Agency. This will be reviewed on a case-by-case basis.

2. Information to be Included on Documents

A. Plot Plan

- Lot dimensions
- Building footprint with all projections and dimensions to property lines
- North Arrow

C. HVAC, Plumbing, and Electrical Plans

- Location of HVAC equipment and plumbing fixtures

- Outlets, fixtures, switches, smoke alarms, carbon monoxide alarms, main service panel and sub-panels with size and location

D. Title 24 Energy Requirements

- Form CF-1R with all required signatures
- Backup forms including heat loss calculations for new equipment
- Print CF-1R on drawings
- List relevant mandatory features and print complete MF-1R on drawings

E. Information

- Design Professional to sign all documents
- Name, title, address, and contact phone number of design professional
- Address of property and name, address, contact phone number of property owner
- Scale for all drawings
- Cover Sheet Information: Applicable codes and editions, Description and scope of work, Occupancy and type of construction, Fire sprinklers, Gross area by floor(s) and building height, lot coverage calculation, floor area ratio, Index of drawings; Wildfire Zone, Flood Zone

F. Construction Details

- Footing, piers and grade beams
- Post and girder connections
- Roof: eaves, overhangs, rakes, and gables framing
- Floor changes/framing (e.g., wood to concrete)
- Handrail(s) and guard(s) with support
- Structural wall sections with details at foundation, floor and roof levels
- Stairway rise and run, framing, attachment, and dimensions of members
- Wildfire Zone construction details (if applicable)

G. Prefabricated Trusses

- Submit the following:
 1. Roof framing plan with truss identification number and manufacturer's name
 2. Detail of all truss splices, connections, and plate sizes
 3. Show all trusses including gable bracing and bridge
 4. Calculations need to be stamped/reviewed by individual responsible for design of structure
 5. The building engineer (EOR) to provide a letter confirming that uplift connections and load paths to transfer all truss wind uplift reactions per the roof truss calculations are provided, and the truss calculations and drawings have been reviewed for conformance to the building design intent without exception.
- Provide single line truss diagram with all vertical and lateral loads including bearing points shown

H. Separate Plans & Permits Required for the Following Types of Work

- Automatic fire sprinklers systems
- Accessory structures proposed on the lot plan