



**City of Walnut Creek**  
**Development Review Services**  
1666 N. Main Street, Walnut Creek, CA 94596  
(925) 943-5834 phone (925) 256-3500 fax

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**Submittal Requirements for Single Family Alterations**

(Submit 5 sets of drawings and two sets of all other documents)

Drawings

- Title Sheet
  - Identification of the address and owner of the property
  
- Architectural
  - Floor Plan (If partial floor plans are submitted, include adjoining rooms for verification of light and ventilation and other code issues.)
  - Roof Plan
  - Exterior Elevations
  - Interior Cross Sections (Include a minimum of two orthogonal cross sections)
  
- Structural

Structural plans are required to comply with one of the following options: 1) Structural plans shall show compliance with the conventional framing provisions of the California Residential Code or the California Building Code OR 2) Structural plans shall be prepared, stamped and signed by a California licensed Architect or Engineer.

  - Foundation Plan
  - Floor Framing Plan
  - Roof/Ceiling Framing Plan
  - Lateral Force Resisting System Plan
  - Foundation, floor, roof, and ceiling framing details
  
- Mechanical (Schematic)
  - Forced Air Units
  - Cooling Equipment
  - Exhaust Fans
  
- Electrical (Schematic)
  - Electrical outlets
  - Switches
  - Light fixtures
  - Smoke alarms and carbon monoxide alarms (within new and existing on all floors)
  - Sub-panels
  - Service panel
  
- Plumbing (Schematic)
  - Fixtures
  - Water Heater
  - Gas Line Diagram

Calculations

- Title 24 Energy Forms or Calculations
  - California Energy Code Forms are available from the California Energy Commission website. Print Certificate of Compliance forms on the plans and ensure all required signatures are provided.
  
- Structural Calculations
  - Structural Calculations are required for structures that do not comply with the conventional framing provisions of the California Residential Code or the California Building Code. Structural calculations shall be prepared, stamped and signed by a California Licensed Architect or Engineer. Calculations for both gravity and lateral loads are

required.

- Manufactured Truss Calculations
  - The City of Walnut Creek does not accept deferred submittals for single family alterations.

#### Foundation/Soils Report

A foundation/soils report may be required. Please see the following link for more information: <http://www.walnut-creek.org/home/showdocument?id=2620>.

#### Special Inspection Program

If Special Inspection is required for the project per California Building Code, Chapter 17, a City of Walnut Creek Special Inspection and Observation form is required to be provided, completely filled-out and signed by all requested parties. The City of Walnut Creek Special Inspection and Observation Form is available at the following link: <http://www.walnut-creek.org/home/showdocument?id=2766>. Please also see the City of Walnut Creek Exceptions to Special Inspection Requirements available at the following link: <http://www.walnut-creek.org/home/showdocument?id=2764>.

#### Waste Management Program

A Construction and Demolition Debris Recycling Plan may be required. Please see the following link for additional information: <http://www.walnut-creek.org/departments/community-and-economic-development/building-division/waste-management>. If applicable, a completed Waste Management Plan must be submitted and approved by the City before permit issuance. A final waste management report is required prior to final of a permit.

#### Planning Division

Planning Division approval may be required for single family alterations. Please contact Planning Division staff for further information.