



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
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Information Bulletin No. **IB-005B**

Submittal Requirements for Single Family Additions
(Submit 5 sets of drawings and two sets of all other documents)

Drawings

- Plot Plan
 - Identification of the address and owner of the property
 - Building footprint and projections
 - All existing buildings and accessory building footprints
 - All trees and their associated drip lines, including trees from an adjacent property which have drip lines onto the subject property
 - Property lines defining the parcel
 - Set backs
 - Fire separation distances
 - North arrow
 - Easements
 - Accurate slopes of grade at addition area
 - Location and layout of any private sewer disposal system, including septic tank and leach field routing
 - Location of any potable water wells.

- 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 through the addition and existing structure.)

- 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
- Green Building
 - City of Walnut Creek Residential CalGreen Code Checklist (available at <http://www.walnut-creek.org/home/showdocument?id=2718>).

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 additions.

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 is required for single family additions. Please contact Planning Division staff for further information.

Engineering Division

Engineering Division approval is required for single family additions. Please contact Engineering Division staff for further information.

City Arborist

City of Walnut Creek Arborist approval is required for single family additions. Please contact the City Arborist for further information.

Outside Agency Approvals

Outside Agency Approvals are required prior to permit issuance. Contact information for outside agencies is available at the following link: <http://www.walnut-creek.org/home/showdocument?id=2600>. Please note that submittals to Outside Agencies are separate from Building Permit Submittals, however reviews can be concurrent

- Approval from the Contra Costa County Sanitary District is required for all single-family additions.
- Approval from the Contra Costa County Fire District is required for any single family addition where fire sprinklers are required to be provided. Please see the following link for additional information: <http://www.walnut-creek.org/home/showdocument?id=2738>.