



## Submittal Requirements for work within a Balcony Enclosure

When work is proposed in a portion of an existing balcony, veranda or patio area the existing enclosure must either be shown to have been permitted by the City of Walnut Creek or the subject portion must be improved to meet current code requirements for structural integrity, fire resistance, sound transmission, energy conservation and electrical safety.

*If the patio enclosure was permitted by the city, provide the city permit number and/ or a copy of the city permit. Amend plans to give the city permit number.*

*If the enclosure does not have a finalized permit from the city for the enclosure, the entire enclosure must be permitted. See requirements below.*

1. Specify occupancy to R-2 for residential occupancies containing more than two dwelling units or R-3 for up to two dwelling units.
2. Plans prepared by a licensed person (architect or eng or California Licensed contractor if permitted by Business and Professions Code 5536 ~ plan checker must decide this based on number of units in the building and whether the proposed work is conventional light-framed construction).
3. Check building construction type if type V-A walls and floor/ceilings have fire-resistive construction requirements.
4. Determine which type of balcony conversion this is:
  - i. If sliding glass door to balcony remains and the space is unconditioned “Solar collector” see building code chapter 12
  - ii. If doors to balcony are removed then the balcony becomes part of the conditioned space of the house “room addition”. All requirements apply.
5. Provide floor plan showing existing floor plan and proposed floor plan. Designate and label new and removed walls.
6. Amend plans to specify an occupancy separation between the enclosed room and a dwelling unit above or below. Specify a fire-rated horizontal assembly one-hour at **newly** enclosed existing decks: Provide complete details of one-hour fire-resistive assembly in the separations between dwelling units at floor/ceilings and at walls. Ensure proper fire separation between balcony and carport/garage. Please amend plans to include complete details of such walls and floors and reference the listing (i.e., reference the document -- such as US Gypsum Association Fire Resistance Design Manual -- and item number).
7. All **new** party walls and floor-ceilings shall provide sound insulation: Walls and floors shall provide STC of 50; floors shall additionally provide IIC of 50. Please amend plans to include complete details of such walls and floors and reference the listing (i.e., reference the document -- such as US Gypsum Association Fire Resistance Design Manual -- and item number) to confirm such sound insulation is provided.
8. Provide adequate structural details. Include, as a minimum, roof to wall connections, existing roof to new roof connections, existing floor to new floor connections, floor to foundation connections, bracing of trusses for out-of-plane forces, foundation details.
9. Provide wall bracing for wind and seismic forces at walls affected by the enclosure.
10. Provide Title 24 documents for the added conditioned space
11. Verify adequate light and ventilation in new and existing affected interior rooms.
12. Clarify affected interior bedroom egress and light and ventilation requirements.
13. Specify how heat will be provided to the added conditioned space.



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14. Provide cross section(s) to show wall and ceiling insulation, ceiling height.
15. Verify ceiling height 7'-6" minimum except at dropped beams may be 7'-0".
16. Provide electrical load calculations, including the allowance of 3 watts per square foot for the added floor area.
17. Specify electrical outlet spacing
18. Specify energy conservation mandatory measures for lighting.
19. Perimeter footings and vapor barrier if addition is on a slab.