



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

Issued August 3, 2011

Information Bulletin No. IB-006

Submittal Requirements for New Single Family Residences, ADU, Duplex, and Residential Additions

Drawings

1. Plot Plan/Title Sheet
 - a. Identification of the address and owner of the property
 - b. Building footprint and projections
 - c. All existing buildings and accessory building footprints
 - d. All trees and their associated drip lines, including trees from adjacent property which have drip lines onto the subject property
 - e. Location and layout of any private sewer disposal system, including septic tank and leach field routing.
 - f. Location of any potable water wells.
 - g. Property lines defining the parcel
 - h. Set Backs
 - i. North arrow
 - j. All Easements
2. Grading and Drainage Plan
 - a. Existing and Proposed Elevation Contours
 - b. Site sections showing toes and tops of slopes
 - c. Pad and Finished Floor Elevations
 - d. Location and details of Retaining Walls
 - e. Drainage System location and Details
3. Architectural Plans
 - a. Floor Plan
 - b. Roof Plan
 - c. Exterior Elevations
 - d. Interior cross sections through the building. Include a minimum of two orthogonal cross sections. Accurate slopes of grade shall be shown on all elevations and building cross sections in the plans
 - e. Complete Architectural Details
4. Structural Plans
 - a. Foundation Plan
 - b. Floor Framing Plan
 - c. Roof/Ceiling Framing Plan
 - d. Structural Notes and Material Specifications
 - e. Foundation, Floor and Roof/ceiling Framing Details
 - f. Lateral Force Resisting System – Specify holdown types, shearwall locations and lengths on plans. Provide shearwall attachment details at roof, floor, and foundation locations. Specify plywood sheathing and nailing requirements. Shearwalls shall be designed by a licensed civil or structural engineer or architect in the State of California. Alternatively, conventional light-frame construction may utilize braced wall lines to resist lateral forces. Design shall conform to California Building Code or California Residential Code provisions. Indicate locations of interior and exterior braced wall panel locations and provide panel construction detailing.
5. H.V.A.C. (Schematic)
 - a. Forced Air Unit Location
 - b. Supply and Return Air Registers
 - c. Cooling Equipment Location
 - d. Thermostat Locations

6. Electrical Plan (Schematic)
 - a. Electrical outlets
 - b. Switches
 - c. Light fixtures
 - d. Smoke detectors (within new and existing on all floors)
 - e. Sub-panels
 - f. Service panel
 - g. Electrical meter
7. Plumbing Plan (Schematic)
 - a. Fixtures and flow rates
 - b. Cleanout locations
 - c. Pipe Sizes
8. Green Building Standard Sheet (Mandatory Measures)

Calculations

1. Title 24 Energy Calculations
 - a. Submit complete point system or computer run input and output documents if these methods are used.
 - b. Furnace sizing calculations for new equipment.
 - c. Print Certificate of Compliance forms on drawings and ensure all required signatures are provided.
2. Structural Calculations
 - a. Framing
 - b. Foundation
 - c. Lateral (wind and seismic)
3. Manufactured Trusses (if applicable)
 - a. Calculations
 - b. Configurations
 - c. Location Plan

Foundation/Soils Report

A foundation/soils report will be required when any of the following conditions apply:

1. The site slopes exceed 1V:3H per CBC provisions.
2. The engineer or architect incorporates allowable design values higher than that associated with the allowable design values corresponding to Class of Materials Item 5 of CBC Table 1806.2.
3. The site is located within an Alquist-Priolo Special Studies Zone.
4. The site has a history of soil related problems (e.g., creep, settlement, lateral spreading, etc.).

Waste Management Program

A Construction and Demolition Debris Recycling Plan may be required. Please see the City of Walnut Creek website for applicable projects and additional information: http://www.walnut-creek.org/citygov/depts/cd/building/waste_management.asp

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.

Codes

Refer to the City of Walnut Creek's Building Division website for the current codes: <https://www.walnut-creek.org/departments/community-development-department/permits-and-inspections/building-permits/building-codes>

Other Items

Outside agency approvals are required. See outside agency listing on Application Summary.