



NEW SINGLE FAMILY DWELLING SUBMITTAL REQUIREMENTS

BUILDING SERVICES



This is a comprehensive submittal list. All items may not pertain to your specific project.

1. Document Submittal List

A. Drawings: 6 Sets (24"x36" maximum)

- Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- Grading plan
- Architectural plan: floor plan(s), roof plan, exterior elevations
- Structural: Provide structural details for foundation, floor, wall, ceiling and roof framing.
- Mechanical Plan: location of unit(s) and supply and return registers
- Electrical plan
- Plumbing plan
- 2 Sets must be stamped by Contra Costa Central Sanitary District prior to submittal

B. Calculations: 2 Sets

- Structural calculations, where necessary (wet signed and stamped)
- Energy calculations and forms (Title 24)
 - a. Both original 8 ½ x 11 and CF-1R and MF-1R on the plans

C. Soils Report: 2 Sets

2. Addition Information to be Included on Documents

A. Plot Plan

- Lot dimensions: metes and bounds information
- Building footprint with all projections and dimensions to property lines and between buildings
- North arrow
- Visible utility to curb
- Easement(s)
- Show and specify the species, variety and size of trunk on all trees
 - a. Show extent of tree canopy

B. Grading and Drainage

- Top and toe of slopes on slight slopes and topography on lots with more than 5' elevation difference
- Pad elevations: Ground slope drainage scheme and topography (hill sites)
- Retaining walls and drainage system

C. Architectural and Structural Plans

- Foundation, structural floor and roof framing plans
- Architectural floor plan and roof plan
- Exterior Elevations: specify all exterior finish materials
- Structural material specifications
- Structural and architectural details
- Truss configuration and locations
- Typical cross section in each direction

D. HVAC, Plumbing and Electrical Plans

- Location of HVAC equipment and plumbing fixtures

- Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations
- Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location(s)
- A load calculation is required if an inordinate amount of equipment or appliances is proposed
- E. Energy Requirements
 - Form CF-1R with all signatures
 - Heat loss calculation
 - Print CF-1R and MF-1R on drawing set
- F. Information
 - Wet signature on all documents by design professional and document maker
 - Name, title, California registration, address, and phone number of design professional
 - Address of property and name, address and phone number of property owner
 - Cover Sheet Information
 - a. Applicable codes/ 2013 versions of California Building Code, CA Electrical, CA Mechanical, CA Plumbing, and Town of Danville Municipal Code
 - b. Description of type of work
 - c. Occupancy and type of construction
 - d. Gross area, by floor(s) and building height
 - e. Index of drawings
 - All drawings must be to scale
- G. Details
 - Window: head, jamb and sill
 - Exterior doors: head, jamb and sill
 - Flashing: vertical and horizontal junctures of materials
 - Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces
 - Footing, piers, and grade beams
 - Post and girder intersections
 - Roof: eaves, overhangs, rakes, and gables
 - Cabinet elevations
 - Floor changes (i.e. wood to concrete)
 - Handrail(s) and guards with support
 - Structural wall sections with details at foundation, floor and roof levels
- H. Prefabricated Trusses
 - Roof framing plan with truss I.D. number and manufacturers' name
 - Detail of all truss splices, connection and plate sizes
 - Show all trusses including gable bracing and bridge/bracing
 - Reviewed and signed by engineer of record
 - Wet stamped and signed by truss company engineer
 - Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan