



SUBMITTAL INFORMATION AND REQUIREMENTS BUILDING DIVISION

DWELLING UNIT ADDITIONS AND ALTERATIONS

Background: A Building Permit is required for the construction of any addition or alteration to residential dwelling units in the City of Lake Elsinore. The issuance of a Building Permit helps assure that the structure is designed to meet the City's Building Code Requirements.

The following requirements provide general guidelines as to the necessary information that will be needed by the City to complete our review of your proposal. Once this information is submitted, additional material (s) may be required by the City Staff to ensure the project complies with local, state and federal requirements. This review will be conducted through a procedure known as Building Plan Check.

Submittal Check List

1. Completed Application Form
2. Plan Check Fee for Building Department
3. Three sets of plans drawn to scale and fully dimensioned, indicating all of the information described below. All plans shall be stapled together in sets and in the order described below. These sets shall be on minimum 18"x 24" paper.
 - a. Information
 - 1) Wet Signature on all Documents by Document Maker
 - 2) Name, Title, Address, Phone Number of Design Professional
 - 3) Address of Property and Name, Mailing Address and Phone Number of the Property Owner
 - 4) Cover Sheet Information:
 - Applicable Codes and editions
 - Description and Type of Construction
 - Gross Area, by Floor and Building Height
 - Index of Drawing
 - b. Plot Plan
 - 1) (*) Lot Dimension
 - 2) (*) Building Footprint with all projections and dimensions to all property lines
 - 3) North Arrow
 - 4) Easements

c. Architectural and Structural Plans

- 1) (*) Foundation Plan
- 2) (*) Floor and Roof Framing Plan
- 3) Architectural Floor Plans
- 4) (*) Exterior Elevations
- 5) (*) Structural Material Specification
- 6) Structural and Architectural Details (see e.)
- 7) Typical Cross Section in Each Direction

d. HVAC, Plumbing and Electrical Plan

- 1) (*) Location of HVAC Equipment and Plumbing Fixtures
- 2) (*) Outlets, Fixtures, Switches, Smoke Detectors, Service Panel, with Size and Ground, and subpanels
- 3) (*) Duct Location and Layout for Under floor

e. Architectural Details

- 1) (*) Flashing: Vertical Juncture of Materials
- 2) (*) Fireplace - Masonry
- 3) (*) Footings, Pier and Grade Beams
- 4) (*) Post and Girder Intersections
- 5) (*) Roof: Eaves, Overhangs, Rake and Gables
- 6) (*) Floor Changes (i.e. Wood to Concrete)
- 7) (*) Handrails, Guardrails and Support Details
- 8) Structural Wall Sections with Details at Foundation, Floor and Roof Levels

4. Two sets of Calculations. These sets must be Wet Signed by the Engineer of record.

- a. (*) Title 24 Energy Calculations and Form CF-1
(Form CF-1 printed on Drawings)
- b. (*) Structural Calculations
- c. (*) Prefab Truss Calculations

- 1) Roof Framing Plan with Truss ID Number and Manufactures Name
- 2) Detail of all truss splices, connections and plate sizes
- 3) Show all trusses, gable bracing and bridging
- 4) Review by individual responsible for design

Please feel free to discuss these requirements further with a staff member.

(*) These items shall be provided when required by the Building Division and applicable to the scope of work.