



RESIDENTIAL ROOM ADDITIONS /ALTERATIONS SUBMITTAL CHECKLIST

When submitting plans for the initial Building Plan Check, three (3) sets of scaled drawings with the following information are required:

PLEASE NOTE: If *all* items on this list are not with the plans at the time of submittal, the plans **may be rejected** by the Counter Technician as incomplete. Even If the plans are accepted by the Counter Technician, they **may still be rejected** by the Plan Check Consultant as incomplete.

1. **Site Plan** – Show surface drainage, lot dimensions, setbacks to property lines, building dimensions, easements, existing structures, fire hydrants (*if applicable*).
2. **Foundations Plan & Details** – Indicate footing sizes and reinforcing, attachment of new construction to existing structures, anchor bolts, column footings, ect.
3. **Floor Plan** – Label use of all rooms, dimension of rooms, door sizes, window sizes, headers, electrical outlets, light switches, FAU registers, plumbing fixtures, smoke detector locations, ect. (Existing floor plan to be included).
- a. **SB 407 Requirements:** All plumbing fixtures for all residential buildings built and available for use on or before January 1, 1994 must be replaced with water conserving plumbing fixtures.
4. **Roof Plan** - Lumber, species, grade, size, spacing, California frame details, ridgeboard sizes, purling systems, attic vents, girder trusses, skylights,: trusses must be factory-built and engineered, and must be approved by the Building Official.
5. **Exterior Elevations** – Show all four sides, windows, doors, exterior wall covering, shear bracing, safety glazing, height dimensions, chimneys, under-floor access and vents, veneer, and roof slope.
6. **Section(s) cut through addition and existing structure** – Indicate a section cut through the addition to show the framing and relationship and attachment to the existing structure.
7. **Structural Plan(s)** – Good, clear, enlarged details are required at all connections: post/beam, beam/wall, footing/post, ledger/wall, etc. Bathroom details, masonry, reinforcing, masonry columns, wire ties, cross-grain stability, diaphragm shear nailing, stairs, guardrails, handrails and footing sections. (**Note:** this information may be provided on the “architectural” plans, i.e., floor plan, roof plan, elevations, etc. – separate “structural” plans may not be necessary.)
8. **Design Professional’s Stamp** – Every page of each set of plans must be wet stamped and signed by the Design Professional prior to permit issuance. (Business and Professions Code Section 6735(a) - to view this code see: <http://www.leginfo.ca.gov/calaw.html> and check Business and Professions Code and click “Search”).
9. **Engineer’s Structural Calculations** – Two (2) sets may be required to justify lateral analysis, horizontal torsional moments, stability against overturning, anchorage, distribution of uniform loads and concentrated loads. Calculations are required for two (2) story room additions.
10. **Energy Compliance Forms** – Two (2) signed sets will be required to indicate compliance with the California Energy Commission’s requirements for new residential construction.
11. **Soils Report** – Two (2) sets may be required. See matrix to determine if a soils report is required.



Plan Check Process Flow Chart

3 complete sets of plans are submitted by the project applicant to the Building Dept. between 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Friday. The applicant will pay a plan check fee which will cover three plan checks.

2 complete sets of plans are routed to HRGreen for the 1st plan check.

- Estimated time for 1st plan check = 3 weeks

1 complete set of plans is routed to The Planning Dept. for 1st plan check.

- Estimated time for 1st plan check = 3 weeks

Scenario 1

(plans are approved)

If plans are approved by both HRGreen and the Planning Dept., the applicant will be notified by phone and the permit will be issued when the applicant comes to the counter between 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Friday.

OR

Scenario 2

(plans have corrections)

If plans are not approved by either HRGreen or the Planning Dept., the applicant will be notified by phone and the plans and correction lists will be given to the applicant when the applicant comes to the counter between 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Friday.

The Design Professional will then make the required changes and the applicant will re-submit 1 complete red-lined set from HRGreen, 1 complete red-lined set from the Planning Dept., and 3 complete revised sets of plans to the Building Dept. between 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Friday.

- Estimated time for the 2nd plan check = 5-10 days
- All plan checks over 3 will be charged by the hour at a rate of \$130/hour



City of Laguna Hills Matrix to Determine if a Soils Report and/or a Field Memo is Required

Project Type	Project Size	Design Soil Bearing Pressure ≤ 1500 psf for continuous and /or pad footing only	Foundation Clearance from Top of Slope per Figure 1808 .7.1	Both Soils Report & Field Memo Required	Field Memo Required Prior to Foundation Inspection	Neither Soils Report or Field Memo Required
New Building or Addition including attached Misc. Structures	≥ 1000 sqft	N/A	N/A	✓		
	from 401 to 1000 sqft	✓	✓		✓	
	≤ 400 sqft	✓	✓			✓
Detached Misc. Structures (Includes Patio Covers, decks, etc.)	> 400 sqft	$>1,500$ psf	✓	✓		
		✓	✓		✓	
		N/A	Closer than minimum required	✓		
	≤ 400 sqft	✓	✓			✓
Retaining Walls	≤ 6 ft	✓	✓		✓ (*)	
	> 6 ft	N/A	N/A	✓		
Two Story Additions	Any size			✓		

(*) Back fill 30 degree triangle with crushed rock; Perforated drain pipe provided at bottom of crushed rock fill; back fill is level and does not support any structures.

Variance or exceptions to these requirements will be reviewed and approved on a case by case basis by the Deputy Building Official or Building Official.