



RESIDENTIAL ROOM ADDITIONS /ALTERATIONS SUBMITTAL CHECKLIST

When submitting plans for the initial Building Plan Check, a set of scaled drawings with the following information are required to be submitted online at <http://.lagunahillsca.gov/eplancheck> or in person via thumb drive during the building counter hours of 1:00-5:00 pm Monday-Friday.

(For further instructions on the electronic plan check submittal process please see the "Electronic Plan Check Submittal Instructions" handout.)

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 Permit Technician as incomplete. Even If the plans are accepted by the Permit 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, and 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 must be 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** –A set 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** – A signed set will be required to indicate compliance with the California Energy Commission's requirements for new residential construction.
11. **Soils Report** – A set may be required. See matrix to determine if a soils report is required.



Plan Check Process Flow Chart

A complete set of plans are submitted to the online plan check submittal portal. Permit Technician will assess the plans and provide applicant through email with a plan check fee to be paid which covers three rounds of plan checks.

A complete sets of plans are uploaded to HRGreen for the 1st plan check.

- Estimated time for 1st plan check = 3 weeks

A complete set of plans is uploaded 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 email and the permit will be issued when the applicant comes to the counter between 1pm – 5:00pm, Monday – 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 email and the plans and correction lists will be given to the applicant by email or dropbox.

The Design Professional will then make the required changes and the applicant will re-submit a complete revised sets of plans as well as a response letter to Planning and Building corrections through the online plan check submittal portal.

- 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