



## **CLAREMONT RESIDENTIAL SUBMITTAL REQUIREMENTS**

### **Residential (New, Addition, or TI/Remodel) Plan Submittal Requirements**

- 1) Cover Sheet (required for all plans)
  - a. Project Address
  - b. Project APN
  - c. Date of plans
  - d. Property Owner and contact information
  - e. Sheet index listing all plan sheets (all sheets must be numbered)
  - f. Revision log for recording any future changes to the approved plans
  - g. Scope of work (must be detailed and must match plans and permit application)
  - h. Code references (list all codes and cycle the apply to the project)
  - i. Indicate fire sprinkler status of existing and proposed structures.
  - j. Designer name
  - k. Project team contact information
  - l. Deferred submittal items (not included in plans, but required as part of the project).
  - m. List all deputy inspections, and observation reports required.
  
- 2) Site plan (required for new structures and additions)
  - a. General location and adjacent streets
  - b. Directional arrow showing North
  - c. Setbacks from all property lines and other structures
  - d. Utility routes and points of interconnection
  - e. Site drainage (arrows and percentages are acceptable)
  - f. Indicate existing and new impervious surfaces (concrete slabs) & previous surfaces (yards and planters)
  - g. Location of nearest fire hydrant and distance to furthest point of construction.
  
- 3) Floor plans (proposed and existing)
  
- 4) Elevations
  
- 5) Electrical plan (if new electrical is proposed)
  - a. Electrical Layout (indicate circuit numbers when existing branch circuits are extended)
  - b. Single line diagram (if new equipment is being added)
  - c. Electrical load calcs (where new loads totaling over 40A are proposed)
  
- 6) Plumbing plan (if new plumbing is proposed- except for like- to- like fixture replacement)
  - a. Plumbing Layout (include location of cleanouts)



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- b. Branch diagram or isometric including drainage fixture units (if new fixtures are being added)
  - c. Pipe sizing calcs
  
- 7) Mechanical plan (if new equipment or ductwork is proposed- except for like- to- like fixture replacement)
  - a. Mechanical Layout (include ducts and register locations)
  - b. Branch diagram including duct sizes
  - c. duct sizing calcs
  
- 8) Roof and floor framing plans
  - a. Vent locations
  - b. Attic vent calcs
  - c. Indicate roof covering
  - d. Indicate slopes
  
- 9) Framing plans
  
- 10) Foundation plan
  
- 11) Structural Details (Structural calcs and Engineer/ Architect stamp required unless design is 100% compliant with prescriptive measures of the California Residential Code).
  
- 12) Energy Analysis (unless prescriptive method is utilized)
  
- 13) Construction and Demolition diversion plan