



Building Division
736 F Street
Arcata CA 95521
707-822-5956
permits@cityofarcata.org

RESIDENTIAL ALTERATION CHECKLIST

Use this checklist when submitting a building permit application for alterations of residential properties with no additional square footage added. *Incomplete submissions cannot be accepted.*

PLEASE NOTE – OTHER POSSIBLE PERMIT REQUIREMENTS AND COMPLIANCE:

Water Meters and Sewer Connections may be necessary, and separate applications are provided by the Building Division. Fees for these may change and are determined by the Engineering Department during the plan review process.

Encroachment Permits are required if work will be performed in any public right-of-way. An application and insurance needs can be found at www.cityofarcata.org/268/Forms-Applications.

The permit is processed through the Engineering Department.

Land Use Code Compliance can be reviewed with the Planning Division, and is recommended even when no planning permit is required. Call 707-822-5955 to speak with a planner.

Sewer Lateral Certification is required for remodels valued over \$30,000, when 2 or more drainage fixture units (DFUs) are added, and when a home is sold.

CODE COMPLIANCE

Any altered portions of the structure shall comply with the requirements of the 2016 California Residential Building Code (CRC) or 2016 California Plumbing Code (CPC); and the 2016 California Energy Code (Title 14).

RESIDENTIAL ALTERATIONS TO EXISTING HOME MINIMUM SUBMISSION REQUIREMENTS

2 copies of site plans showing location of utilities. Include Stormwater Information Sheet.

2 copies of Energy Code calculations, if applicable.

1 copy of Construction & Demolition Waste Management Plan.

GARAGE CONVERSION MINIMUM SUBMISSION REQUIREMENTS

3 copies of site plans showing location of utilities. Include Stormwater Information Sheet.

3 copies of construction plans.

2 copies of Energy Code calculations.

1 copy of Construction & Demolition Waste Management Plan.

GENERAL REQUIREMENTS FOR ALL CONSTRUCTION DRAWINGS:

Plans must be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show that it will conform to the provisions of the adopted Codes and ordinances.

Acceptable drawings sizes are 24" x 36" or 22" x 34" and drawn to an appropriate scale as described below. Plans must be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pens, etc.) will not be acceptable for plan review. Provide an electronic copy in addition to hard copies.

Show address or addresses where applicable.

California State law requires that any registered professional who prepares or supervises the preparation of drawings and construction documents stamp and sign such documents. Where

RESIDENTIAL ALTERATION CHECKLIST

multiple copies of stamped submittal documents are submitted, at least one set must bear an original wet seal.

FLOOR PLAN Requirements

(1/4" or 1/8" scale)

Submit a fully dimensioned floor plan for each floor, including basements. Label each room or area with intended use.

Specify project square footage on floor plans. Provide complete breakdown.

Show window and door locations, sizes and types.

Specify header size and type over each opening.

Show locations of plumbing/heating fixtures and equipment.

Show smoke detectors (alarms) installed in each sleeping room, at a point centrally located in the corridor giving access to each separate sleeping area, and on each floor including basements. CRC Sec. R314.3. When more than one smoke alarm is required, they shall be interconnected.

Additions, alterations, and repairs require smoke alarms located as required for new dwellings. For exceptions in existing dwellings, see CRC Sec. R314.2.2.

Identify on the drawings all locations of safety glazing as required by CRC Sec. R308 and R308.4.7, such as windows, adjacent doors, glazing in walls and surrounds for bathtubs and showers, and glazing within 5 feet of stairs.

Show hallway minimum width of 36" as per CRC Sec. R311.6.

Bathroom fixtures shall be spaced as per Chapter 4 CPC 2016.

Construction, projections, openings, and penetrations of exterior walls of dwellings and accessory buildings equipped throughout with an automatic sprinkler system installed in

accordance with Sec. R313 shall comply with Table R302.1(2).

FRAMING PLAN Requirements

(1/4" or 1/8" scale)

Identify on the drawings all interior and exterior braced wall lines and braced wall sections as required by CRC Sections R602.10, and R602.11.

Braced wall lines shall not exceed 25 feet on center in both the longitudinal and transverse directions in each story, unless accepted in CRC Sec. R602.10.1.3.

All braced wall panels shall be clearly indicated on the plans. Braced wall panels shall start at not more than 10 feet from each end of a braced wall line. CRC Sec. R602.10.2.2.1

Each braced wall panel length shall comply with CRC Sec. R602.10.3.

Buildings that are not provided with braced wall lines in accordance with CRC Sec. R602.10, or that are of unusual shape as described in CRC Sec. R301.2.2.2.5, shall have a lateral-force-resisting system designed to resist the forces specified in CRC Sec. R301. A California State licensed professional engineer shall stamp structural calculations. Plans shall be consistent with engineer's calculations and a complete shear wall schedule shall be shown on the plans.

Drawings shall clearly show the sizes, species, grades, spacing and spans of all framing members.

Show floor joists sizes, directions of run, spans and spacing.

If I-joists are used, also submit the manufacturer's proprietary floor system design layout with all requirements.

Show ceiling joists, trusses, and roof rafter sizes, directions of run, spans and spacing. If trusses, also submit engineered truss sheets and cross-referenced lay-out plan.

RESIDENTIAL ALTERATION CHECKLIST

Show on the drawings the numbers and sizes of nails connecting wood members, or include on the drawings CRC Tables 602.3.(1) & 602.3.(2).

Connections that resist seismic forces shall be completely and clearly detailed on the drawings. All of the engineer's requirements must be shown on the drawings. Show the locations and specify the brand names and model numbers of all framing connectors.

Specify on the drawings the panel identification indexes for plywood and particle board floor and roof sheathing – CRC Sec. R503.2, R604, and R605 respectively.

Clearly show bearing and shear walls. Provide nailing schedules.

Show posts under all beams. Specify sizes, grades, species and heights. Show connections top/bottom.

Each dwelling unit shall have one egress door that is side-hinged with an unobstructed opening not less than 32 inches wide and 78 inches high from the top of the threshold. CRC Sec. R311.2.

Show landings at doors. The width of each landing shall not be less than the door served.

Exterior door shall have a landing not more than 1½" lower than the top of the threshold. CRC Sec. R311.3.

Show dimensions of stair treads and risers. Maximum riser height shall be 7¾" per CRC Sec. R311.7.5.1, and minimum tread depth shall be 10" per CRC Sec. R311.7.5.2.

Show 6'8" minimum headroom in stairway, as per CRC Sec. R311.7.2.

Show landings for stairways – CRC Sec. R311.7.6.

Show handrails for stairways – CRC Sec. R311.7.8.

Show maximum slope of one unit vertical in twelve units horizontal for all ramps – CRC Sec. R311.8.

Show exterior windows and glass doors to comply with CRC Sec. R308.

Wall construction, fire blocking (R602.8), notching and drilling (R602.6) shall comply with CRC Chapter 6.

Wall covering shall comply with CRC Chapter 7.

Roof-Ceiling construction shall comply with CRC Chapter 8.

Roof Assemblies shall comply with CRC Chapter 9.

Chimneys and Fireplaces shall comply with CRC Chapter 10.

ELEVATIONS Requirements

Specify the height above finish grade to a) finished floor; b) top plate/ceiling; c) highest point of structure.

Specify all finished materials to be used.

Show all doors and windows (distinguish between openable and fixed).

Show finish grade elevations in relation to structure.

Show Height dimensions to top of roof and eaves.

Show eave overhangs and projections.

BUILDING CROSS SECTIONS Requirements

Blocking, bridging, straps, approved framing anchors or mechanical fasteners shall be installed to provide continuous ties from the roof to the foundation system.

Where post and beam or girder construction is used, the design shall be in accordance with the provisions of this code. Detail positive connections to ensure against uplift and lateral displacement. CRC Sec. R502.9.

Wood joists closer than 18 inches, or wood girders closer than 12 inches to grade shall be

RESIDENTIAL ALTERATION CHECKLIST

shown as an approved wood of natural resistance to decay or treated wood. CRC Sec. R317.1.

Show components of wall construction including exterior and interior wall finishes and insulation R-value. Show double top plates at top of stud walls. CRC Sec. R602.3.2.

Habitable rooms above a garage need minimum 5/8" Type X gypsum board or equivalent applied to garage side of ceiling. CRC Sec. R302.5 and R302.6. and Table R302.6. See nailing schedule in CRC Table R702.3.5.

Show ceiling construction (sizes and spacing of joists) and R-value of insulation.

Show roof structure (sizes and spacing of joists, rafters, or pre-manufactured trusses) and R-value of insulation. Show insulation baffles.

Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with ½" gypsum wallboard. CRC Sec. R302.7.

Provide full height section through stairways. Show riser and tread framing materials; riser height, tread width; handrail/guard height above tread nosing; and clearance to ceiling above the stairs measured from a line drawn at and parallel to tread nosings. CRC Sec. R311.7.2.

Stairways shall be 36" wide above the handrail which may project no more than 4½" into the stairway. CRC R311.7.1

Illumination required for all stairways CRC R303.7.

Balconies, porches or raised floor surfaces more than 30" above the floor or grade below shall have guards no less than 36" in height. The open sides of stairs with a total rise of more than 30" above the floor or grade below shall have guards not less than 34" in height measured vertically from the nosing of the treads. CRC Sec. R312.1. The guards shall have intermediate rails or an ornamental pattern such that a sphere 4 inches

in diameter cannot pass through per CRC Sec. R312.1.3. See exception for guard on stairs CRC Sec. R312.1.3.

Provide Window fall protection in accordance with CRC Sec. R312.2.

ROOF PLAN (As Applicable) Requirements

(1/4" or 1/8" scale)

See CRC Chapter 8 – Roof-Ceiling Construction

Show roof drainage per CRC Section R801.3 where required.

Show sizes, directions of run, spans, and spacing of framing members of all framing members.

Cutting and notching shall comply with CRC Sec. R802.7.

If using trusses, provide engineer stamped truss drawings and cross-referenced lay-out sheet.

Show truss to truss connections on plans.

Show truss to beam connections on plans.

Show truss to wall connections on plans

Show truss to top plate connection on plan.

Show compliance with ventilation requirements for attic space per CRC Sec. R806.

Detail roof construction including sheathing, underlayment, and roofing material.

Indicate roof pitches.

Show attic access opening in attic areas that exceed 30 square feet and have a vertical height of 30 inches in buildings with combustible ceiling or roof construction – CRC Sec. R807.

ENERGY / VENTILATION Requirements

The plans shall show in sufficient detail all pertinent data and features of the building and the equipment and systems including, but not limited to: design criteria, exterior envelope component materials, U-factors of the envelope systems, R-values of insulating materials, size and type of apparatus and

RESIDENTIAL ALTERATION CHECKLIST

equipment, and equipment controls. Energy code forms should be incorporated into the construction drawings.

You can obtain proper forms and detailed instructions at: <https://www.energy.ca.gov/title24/2016standards/>

Show compliance with the ventilation requirements of CRC Sec. M1507.