



Obtaining Permits for a New Dwelling

General Requirements

Prepare 4 sets of plans, each wet stamped/signed by the architect and/or engineer as required¹.
Paper size must be a minimum 22"x34" (or min. 11" X 17" for smaller projects), minimum text size 3/32" when printed, clear and readable
Basis of design must meet the currently applicable California Codes

Minimum Content within construction documents and plans

Title sheet showing:

- project address
- work scope description
- applicable codes
- index of sheets that are a part of the permit set

Complete Plot Plan, Civil and Grading plans wet stamped/signed by Civil Engineer of Record showing:

- Entire lot and property boundaries
- Location of proposed building(s)
 - Note: New building(s) will need to be located on site by a licensed surveyor
- Location of existing buildings (if any)
- Distances between all buildings and property lines

Floor Plan showing:

- All Rooms and dimensions of rooms
- Location of all windows and doors
- Locations and size of main electrical service panel and any subpanels
- Locations of electrical receptacles, switches and light fixtures
- Location of furnace or heating appliance
- Locations of plumbing fixtures
- Attic and under floor access
- Under floor ventilation sizing, location and specifications
- Stair and door dimensions and landings
- guardrail and handrail requirements

¹ Refer to "Licensing requirements inform at: <http://www.ci.richmond.ca.us/index.aspx?nid=2100>

Roof Plan showing:

- Roof slope and covering
- Roof/attic ventilation
- Skylights (if applicable)

Exterior Elevations and Architectural Cross-SectionsStructural Plans showing:

- Design Criteria and Materials Specifications
- Statement of Special Inspections and Structural Observation (if applicable)
- Foundation plan and details
- Framing plan (floors, walls, and roof) and details
- Floor plan indicating shear wall locations and details

Title 24 Energy Compliance as follows:

- Title 24 forms should be incorporated with the construction drawings – printed text to be clear and readable
- Certificate need to be wet-signed by the designer or owner and by the energy consultant

Green Building compliance:

- Provide a list of mandatory requirement's from the California Green Building Code (Title 24 Part 11) and indicate where on plans specific feature is specified²
- Provide filled in recycling plan form ³

Structural Calculations:

- Provide two copies – wet-signed by the Engineer of Record
- Provide two copies of wet –signed special Inspection form (if applicable). Form should be filled by the EOR and signed by all parties involved – Owner, Engineer, and Inspection Agency (all wet signatures to be on the same page).

For buildings located in Very High Fire Hazard Severity Zones⁴ (if applicable) provide compliance as follow:

- Indicate on plans all applicable code requirements
- Indicate on plans how compliance is achieved:
 - Provide material specifications and listing from approved agencies ⁵
 - Provide details and detailed notes to ensure proper installation

² Additional information, clarifications and checklists available at HCD website:

<http://www.hcd.ca.gov/building-standards/calgreen/index.shtml>
2016 CALGREEN RESIDENTIAL MANDATORY MEASURES

³ Refer to Richmond CD WMP form 2014 at <http://www.ci.richmond.ca.us/index.aspx?nid=2100>

⁴ Refer to City of Richmond Map Gallery at: <http://www.ci.richmond.ca.us/DocumentCenter/Home/View/416>

⁵ Materials listed by CalFire as compliant with CBC chapter 7a are acceptable. Refer to CalFire listing program at: http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer_bml.php