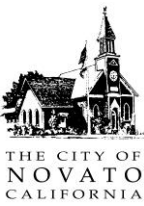


# CITY OF NOVATO



## Building Permit Plan Review Checklist & Building Submittal Requirements New Construction and Major Additions

*Virtually all construction projects, repairs, alterations, equipment replacements and demolitions require a building permit. If you have any questions as to whether the work you intend to perform requires a permit, please contact the Building Division at (415) 899-8989. For additional information, please review a copy of the Permit Worksheet. The following preliminary data is required prior to submitting your application:*

### I. Permit Application Form:

- Owner Builder Form – Residential Only (if applicable)
- Detailed Job Description as Outlined on Plans

### II. Required Number of Plans and Calculations:

|  |   |
|--|---|
| Architectural/Structural Plans:<br>Two (2) sets must be wet signed OR digitally signed | Residential – 4 complete sets<br>Commercial – 5 complete sets |
| Structural Calculations<br>Both sets must be wet signed OR digitally signed            | 2 complete sets   |
| Energy Calculations  | 2 complete sets   |
| Soils Report   | 2 complete sets   |
| Green Building Checklist   | 2 complete sets   |

Complete Waste Management Form (WMP) for demolition and construction debris disposal.

**On large projects electronic copies (PDF) of approved plans will be requested prior to final.**

### III. Site Plan:

- Scale: not less than 1" = 20'
- Front, Rear, Side Yard Dimensions
- Existing Buildings
- Easements
- Address
- Assessor's Parcel Number
- Grades and Contours\*
- Proposed Driveway
- Surface Drainage Disposition
- Paper size min. 8<sup>1/2</sup> x 11 max. 30" x 42"

### IV. Architectural Plan:

- Scale: min. 1/4" = 1' Foundation Plan:
- Concrete Design Mix
- Location
- Size
- Depth of Footings
- Bolt and Rebar Size and Location
- North Arrow
- Paper size min. 8<sup>1/2</sup> x 11 max. 30" x 42"

Floor Plan:  Doors  Windows  Electrical Layout (fixtures, receptacles, switches, panel boards, main panel amperage)  Plumbing Fixture Layout (materials and location)  Heating/Cooling (equipment location, type, size, source and size of combustion air)  Water Heater (type, size, combustion air source)  
 Room or Space Use  Fireplace (make, model, installation data, hearth size, type of chimney)

Floor Framing Plan:  Girders (size, spacing, direction)  Joists (size, spacing, direction)  
 Material Specifications (lumber grade/species, plywood grade/thickness, etc.)  Framing Connection Details  
 Fastener Schedule  Vents and Underfloor Access (size, location)

Framing Details:  Roof  Floor  Wall  Wall Bracing Method  Material (sizes, grades, species)  
 Thermal Insulation (type and R value)  Fastener Schedule (all connections)  Interior Finish Material  
 Exterior Finish Materials  Roof Enclosure  Shower Enclosure  Stair Frame

Roof Framing Plan:  Plan View of Roof Frame (rafter, ledger, ridge, hip, valleys, all connections)  
 Trusses (direction and connection)\*\*  Roof Pitch  Flashing  Plywood Grade  
 Chimney Termination

Elevations:  Slope of Property  Rooftop Equipment  Chimney Termination  Exterior Materials Color  
 Kitchen Cabinetry

Other:  Deposit/Fees Check for additional code requirements for property in the Wildlands Urban Interface Fire Areas.

\* Please refer to Site Plan Checklist for details required.

\*\* Manufactured trusses must be engineered. A letter from the Architect or Engineer of record for the project stating the manufactured trusses meets his/her design criteria for the building is required prior to installation of the trusses.

**THIS CAN BE A DEFERRED SUBMITTAL ITEM.**