



# KITCHEN & BATHROOM ALTERATIONS

## Checklist For Residential Kitchen & Bathroom Alterations

Applications for kitchen & bathroom alterations require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required. If at any point during construction the scope of the approved work changes, all modifications shall be submitted to the County for approval prior to performing work which deviates from that approved.

### Project Submittal Requirements

<input type="checkbox"/> <b>Provide completed and signed “Building Permit Application” form.</b>
<input type="checkbox"/> <b>Plan Check fees are due at permit submittal.</b>
<input type="checkbox"/> <b>Plan Requirements:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Plans shall be drawn to scale (1/4”=1’-0” min. excluding site plans), fully dimensioned and legible at a minimum size of 11-in x17-in to a maximum of 24-in x 36-in, depending on the scope of the project.</li><li><input type="checkbox"/> 3 sets of plans stamped and signed.</li><li><input type="checkbox"/> Provide a clear area on the plans 4”wide x3”high in the same position on each drawing sheet for the purpose of the County approval stamp.</li><li><input type="checkbox"/> 2 sets of engineering stamped and signed (if applicable).</li></ul>
<input type="checkbox"/> <b>Title Page including Project Identification and Building Design Criteria:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Site Address, Assessor’s Parcel Number (APN) and a Sheet Index.</li><li><input type="checkbox"/> Names, addresses, phone numbers of building Owner, Contractor, Design Professionals and Consultants with titles and registration numbers.</li><li><input type="checkbox"/> Vicinity Map with North arrow.</li><li><input type="checkbox"/> Written description of “Scope of Work” for the project.</li><li><input type="checkbox"/> Planning Division “Zoning District”.</li><li><input type="checkbox"/> FEMA Flood zone; Panel number.</li><li><input type="checkbox"/> Building Occupancy Classifications.</li><li><input type="checkbox"/> Type of Construction – (Wood-Type V), (Nonrated-B), (Rated-A).</li><li><input type="checkbox"/> Square footage per floor of building with identified separate uses.</li><li><input type="checkbox"/> Itemized building square footage per area (existing dwelling, alteration, addition, garage, porch, patio).</li><li><input type="checkbox"/> Fire- Sprinkled or Non-sprinkled.</li><li><input type="checkbox"/> Wildland-Urban Interface Area: Yes or No.</li><li><input type="checkbox"/> Building Code Compliance Statement – “These plans comply with the 2019 California Residential and Building Code Series.”</li><li><input type="checkbox"/> For additional information, see Title Page Handout.</li></ul>
<input type="checkbox"/> <b>Site Plan( required for anything other than main dwelling):</b> <ul style="list-style-type: none"><li><input type="checkbox"/> All structures on property with distance to property line and between buildings.</li><li><input type="checkbox"/> Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements and right-of-ways.</li><li><input type="checkbox"/> Any flood-zone, or flood-way definition lines or proximity to water ways.</li><li><input type="checkbox"/> Septic tank, leach field, and wells.</li><li><input type="checkbox"/> Roads and access areas (Indicate new and existing).</li><li><input type="checkbox"/> North arrow.</li></ul>

<input type="checkbox"/> <b>Floor Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show entire legal existing floorplan and all proposed work.</li> <li><input type="checkbox"/> Must have dimensions, ceiling heights, and be labeled with existing and proposed uses.</li> <li><input type="checkbox"/> Location and labeling of all appliances, existing and proposed (gas vs. electric, water heater(s), range etc.).</li> <li><input type="checkbox"/> Door and window type and size, all fixtures, cabinets, and equipment must be shown.</li> <li><input type="checkbox"/> Electrical, mechanical, and plumbing items may be shown on this drawing if legible.</li> </ul>
<input type="checkbox"/> <b>Exterior Elevations (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All affected exterior building elevations.</li> </ul>
<input type="checkbox"/> <b>Building Sections, wall section, and details (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide if structural alterations are included in the scope of work.</li> </ul>
<input type="checkbox"/> <b>Architectural and/or Structural Construction Notes and Schedules (as applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide general construction notes, door schedules, window schedule, etc.</li> </ul>
<input type="checkbox"/> <b>Mechanical Plan (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide duct distribution plan, if altered.</li> <li><input type="checkbox"/> Indicate all exhaust venting for kitchen and bath work including make-up air if required.</li> </ul>
<input type="checkbox"/> <b>Plumbing Plan (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing and new water line distribution with fixture units, material type, and pipe sizing.</li> <li><input type="checkbox"/> Existing and new drain lines with fixture units, material type, and pipe sizing.</li> <li><input type="checkbox"/> Locations of all required cleanouts.</li> <li><input type="checkbox"/> Gas line distribution with fixture units, material type, and sizing (calculate water heater min. 200K btu's).</li> </ul>
<input type="checkbox"/> <b>Electrical Plan: (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receptacle and lighting placement.</li> <li><input type="checkbox"/> Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, meter/main and sub-panel locations, etc.</li> <li><input type="checkbox"/> General notes for a proper electrical installation.</li> <li><input type="checkbox"/> Water, and gas line bonding with size.</li> <li><input type="checkbox"/> Panel load calculations shall be sized based on demand.</li> <li><input type="checkbox"/> Dedicated circuits, wire size, and type.</li> <li><input type="checkbox"/> Locations of all energy efficient fixture and types.</li> <li><input type="checkbox"/> Location of all inter-connected smoke and CO detectors.</li> </ul>
<input type="checkbox"/> <b>Structural Calculations (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide complete calculations including a reduced plan with grid lines coordinating with the plans indicating all beams, posts, shear walls and connections as required to describe the project completely.</li> <li><input type="checkbox"/> Identify load paths, and point load details (if applicable).</li> <li><input type="checkbox"/> Engineering calculations may be required based on building design.</li> </ul>
<input type="checkbox"/> <b>T-24 Energy Compliance Documentation (if applicable):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide applicable Energy Conservation documents from current Energy Commission approved calculation program.</li> </ul>
<input type="checkbox"/> <b>Waste Management Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fill out and submit application with minimum 50% diversion to a certified and approved recycle location.</li> </ul>