



COUNTY OF SAN BENITO  
RESOURCE MANAGEMENT AGENCY  
PLANNING AND BUILDING INSPECTION SERVICES

2301 Technology Parkway  
Hollister, CA 95023-2513

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## RESIDENTIAL ADDITIONS

### PLAN SUBMITTAL REQUIREMENTS

#### SUBMIT:

- One (1) properly completed building permit application.
- Six (6) sets of building plans, (1/4"-1' scale, 18"X24 size min. 36" X 48" size max.).
- One (1) properly completed Construction & Demolition Recycling Plan
- Two (2) sets of Structural Calculations
- Two (2) sets of Energy Compliance Report
- Two (2) sets of Truss Calculations
- Two (2) sets of Geotechnical/Soils Report (Additions over 500 Sq. Ft.

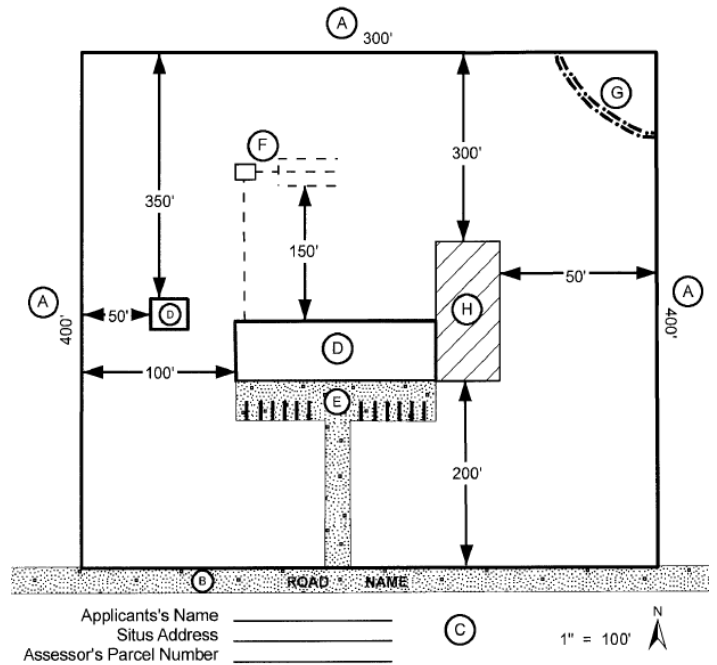
#### PLOT PLAN INFORMATION:

- Parcel shape and dimensions.
- Adjacent streets/roads.
- Location and uses of existing building(s) and proposed addition
- Distances from proposed addition to existing buildings and property lines.
- North arrow and Scale.
- Location of all underground or overhead utilities and size of sewer, and easements.
- Project data table showing new & existing use, occupancy, area, stories, height, sprinklers, etc.
- Existing and proposed septic system and wells including distances from structures.

#### GENERAL REQUIREMENTS:

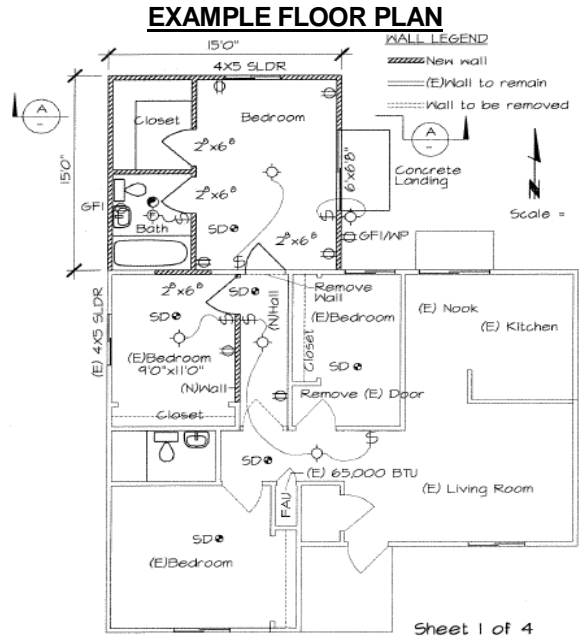
- Please contact the following agencies for specific project information and additional information: Planning (831) 637-1041; Environmental Health Department (831) 636-4035; local Water & Sanitation District (831) 636-4377 [Hollister areas], and local Fire District (831) 636-4325 [Hollister Fire/CAL Fire areas], (831) 726-3130 [Aromas area].

#### EXAMPLE PLOT PLAN



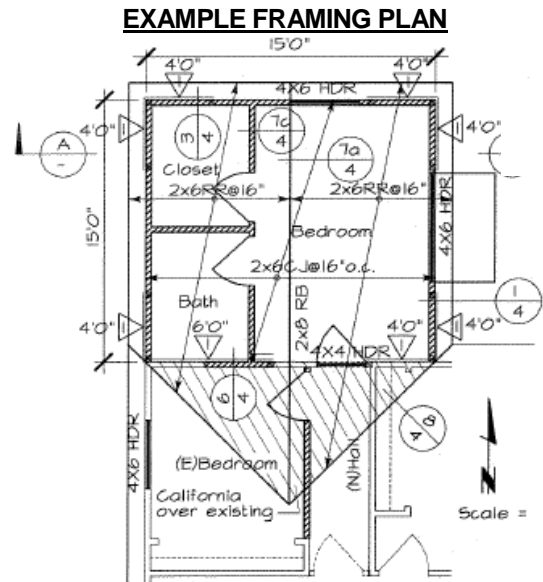
**FLOOR PLAN INFORMATION:**

- Dimensions of new exterior walls, and new interior partitions.
- Complete floor plan of existing
- Dimensions of existing adjoining room and window sizes
- Locations and sizes of new windows, doors, stairways and plumbing fixtures
- Use of all rooms.
- Show all new and existing smoke/carbon monoxide detectors.
- Show all new electrical outlets, lights, switches, F.A.U, wall heaters, fire places, etc...
- Exterior door landings (dimensioned)



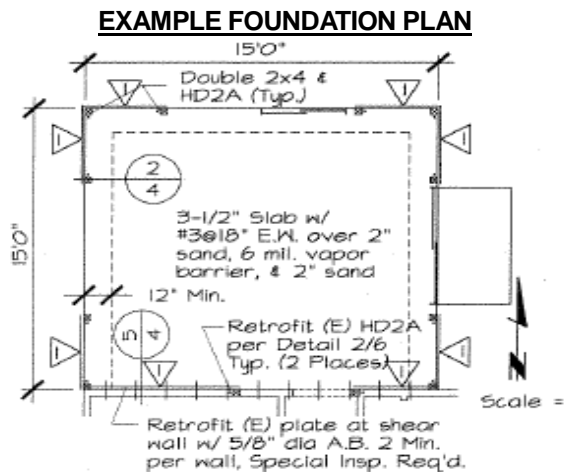
**FRAMING PLAN INFORMATION:**

- Types of material, location, sizes, spans, & spacing of all new structural members (ridge, sheathing, roof and ceiling joist, post, etc...)
- Structural connections between addition and adjoining rooms.
- Brace wall locations, lengths & brace wall schedule.
- Continuous boundary element, blocking, strapping, etc...



**FOUNDATION PLAN INFORMATION:**

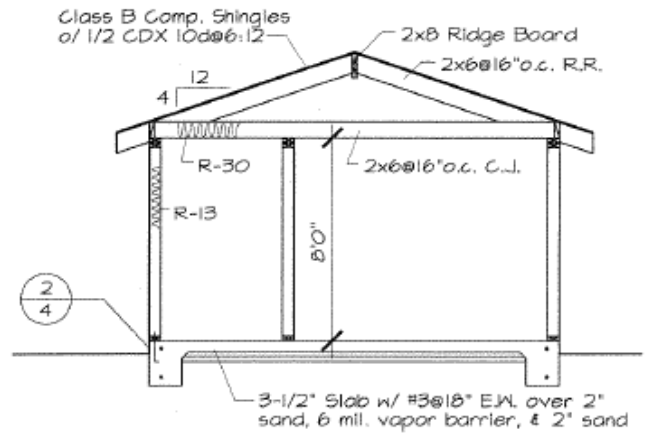
- Slab thickness, reinforcing, and underlayment
- Dimensions and width of continuous footing. location of new piers and crawl space opening
- Sizes, spans & spacing of joist, girders, and size of sheathing (for raised floor only).
- Connection of existing to new foundation.
- Location of any embeds including post bases, hold downs, anchor bolts.



**BUILDING SECTION INFORMATION:**

- Ceiling height of addition.
- Insulation materials for wall, floor, & attic interior and exterior finish.
- Sizes, spans, & spacing of new structural members for roof/ceiling, floor/wall & foundation assemblies.

**EXAMPLE BUILDING SECTIONS**

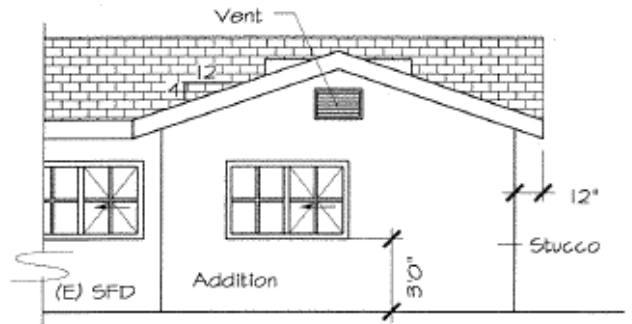


**FRAMING SECTION A-A**

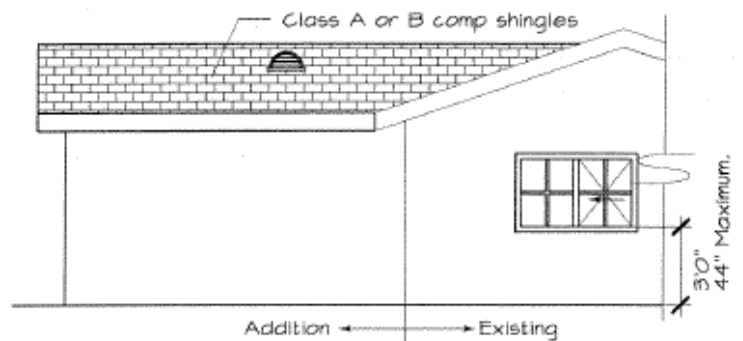
**EXAMPLE ELEVATIONS**

**ELEVATIONS INFORMATION:**

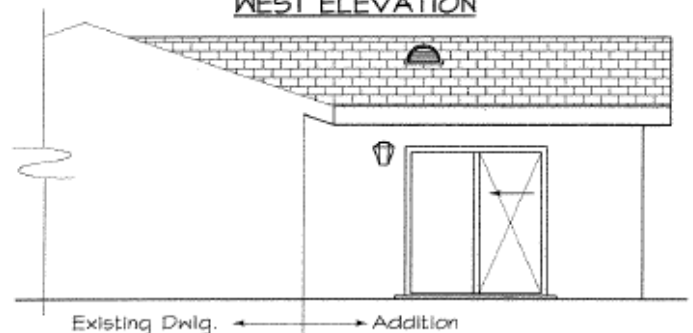
- Exterior views of addition.
- Roofing material and pitch.
- Location of new windows, doors and attic ventilation opening.
- Exterior finish materials.
- Weep screed (stucco applications).
- Egress windows (bedroom) requirements
- Tempered glass requirements



**NORTH ELEVATION**



**WEST ELEVATION**



**EAST ELEVATION**

**CONSTRUCTION DETAILS INFORMATION:**

- Details showing connection of new to existing
- Foundation construction, anchor bolt (type/sizes), reinforcement (size/types) etc...
- Typical shear wall and shear transfer details, foundation, top plate, floor, roof, new to existing, interior shear wall, shear wall to roof sheathing
- Special detail such as stair framing, deck construction, ridge beam, post connections, hold down anchors, weep screed etc...

**CONSTRUCTION NOTES:**

- General code information for fire life safety
- Structural specifications for the grade of building materials – timber, steel, concrete, and masonry
- Non-structural component, specification such as piping to be used, or finishes to be applied, mechanical systems, etc...
- List any special inspections or required structural observation. Submit the County's Statement of Special Inspections Form available on the website.
- Imprint CBC Table 2304.9.1 Fastening Schedule

**ENERGY CONSERVATION:**

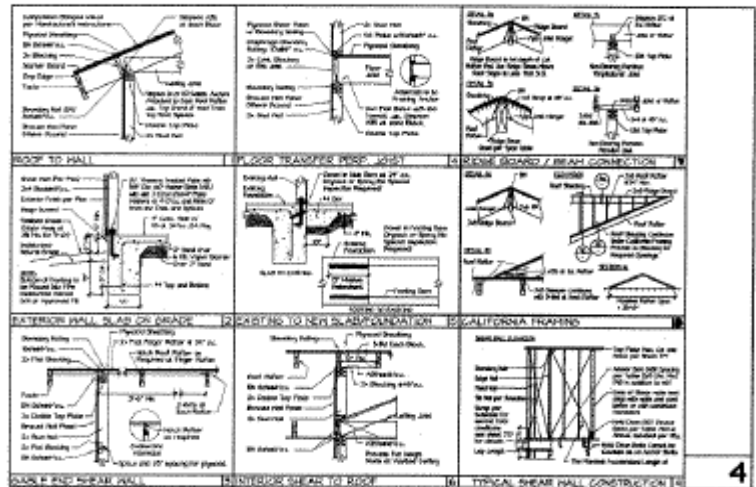
- Energy calculations are not required for non-habitable buildings (garage, storage, etc...), nor for buildings with no heating and air conditioning systems (workshop, recreation room with no insulation.. etc...). Compliance with mandatory measures is still required for lighting.
- Energy calculations are required for habitable buildings (accessory living quarters, recreation room with insulation ... etc...).
- Title 24 energy compliance documents (may be imprinted on plans, or submitted in an 8-1/2X11).

**STRUCTURAL CALCULATIONS:**

- Plans may be prepared by unlicensed individuals when the proposed design complies with conventional construction requirements of the California Residential Code.
- When structural calculations are required, they shall be prepared by a licensed design professional (engineer or architect). Both calculations and plans shall be stamped and signed by the licensed design professional.

**PLEASE NOTE, THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.**

**EXAMPLE CONSTRUCTION DETAILS**



**EXAMPLE CONSTRUCTION NOTES**

