



RESIDENTIAL ROOM ADDITION CHECKLIST

Effective January 1, 2008

Done?	No. of Copies Required	Description:
<input type="checkbox"/>	2	8-1/2"x11" Dimensioned Plot Plans
<input type="checkbox"/>	2	2006 International Energy Conservation Code Calculations – Wet Sealed by architect, engineer or signed by contractor/homeowner
<input type="checkbox"/>	2	Provide dimensioned floor plans and details of adjacent areas
<input type="checkbox"/>	2	Structural Calculations and/or load path details – Wet Sealed
<input type="checkbox"/>	3	Truss Calculations (1 wet stamped set, 2 copies, reviewed and signed by the Engineer of Record), if applicable
<input type="checkbox"/>	2	Soils Reports (for additions of 600 square feet or greater)
<input type="checkbox"/>	3	When structural is submitted and Special Inspection is required, submit SI-2 and SI-3 completed by engineer or if not required, provide engineer letter stating that Special Inspection is not required.
<input type="checkbox"/>	2	Complete sets of plans including: a) Architectural b) Structural (3 if SI req'd) c) Mechanical d) Plumbing e) Electrical (include load calculations) Plans drawn in pencil / pen, or with colored highlighting are not acceptable.
<input type="checkbox"/>	1	IF Owner / Builder: a) Owner ID b) State Contractor's Board Exempt form

Note: For detail requirements for items on this checklist, please refer to corresponding handouts available at front counter of Building and Safety.