



# City of Pittsburg

Community Development -Building Division

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## Building Permit Submittal Checklist: Residential Addition and Major Alteration

This checklist should help you to understand what we will be looking for when reviewing your plan submittals. As a rule, additional time spent during the development portion of your project will result in reduced miscommunication during the construction phase. Your plans should show the complete scope of the work, so that anyone who reads the plans can fully understand the materials, dimensions, sizes, colors, building process, location, etc. of the project. A complete, accurate, and legible set of plans will allow us to sort out any corrections needed before money and effort is put into the project. At inspection, we will be verifying that the plans match what is installed, which may require submittal of revisions. We both share the goal of seeing your project through to completion, both efficiently and to code.

### What Should the Plans Look Like?

1. Plans must be accurate. For example, noting that the shed you are proposing is 20 feet wide when in reality 40 feet wide.
2. Plans must be complete. As an example, you are building a shed and don't include the detail that you plan to install a tile roof.
3. Plans must be legible. Photocopies, drawings taped together, drawings in crayon, and drawings that are on paper less than 11" x 17" may result in the miscommunication of your project. When hand drawing plans in ink, you will likely have to re-draw them several times so that you have a clear set at the time of submittal.

These three examples could significantly delay at the time of inspection and require costly fixes.

### Checklist of What Factor we're Looking For?

For additional detail of each checklist item, please refer to the "Building Permit Submittal Requirements Residential Addition and Major Alteration" handout.

Done?	Checklist Item	Requirements
	Project Information	Name of designer, address and owner information, scope of work, building area, and building codes. (cover sheet)
	Architectural Plans	Site plan, floor plan, roof plan, elevations, cross sections, details and notes. ("A" sheets)
	Structural Plans	Foundation plan, floor framing plan, roof framing plans, prefabricated roof trusses, and structural details. ("S" & "SD" sheets)
	Electrical, Mechanical, and Plumbing Plans	Sizes and locations of all equipment and service ("E, M, P" sheets)
	Documentation	Structural Calculations and Title 24 Energy Reports (All Title 24 Energy Reports photocopied on last sheets of plan-set)
	Submittal Package Requirements Met	<ul style="list-style-type: none"> <li>• Submittal requires four sets of plans drawn on minimum 11" x 17" paper. (Graph paper is unacceptable.)</li> <li>• Two sets of plans when submitted by either a licensed architect or registered engineer shall be wet stamped and signed.</li> <li>• Scale: All drawings shall be drawn to an adequate scale with scale indicated:               <ul style="list-style-type: none"> <li>○ Plot Plans: 1/8"=1'</li> <li>○ Floor Plans: 1/4"=1'</li> <li>○ Foundation Plans: 1/4"=1'</li> <li>○ Floor and Roof Framing: 1/4"=1'</li> <li>○ Building Cross Sections: 1/4"=1' or 1/2"=1'</li> <li>○ Exterior Elevations: 1/8"=1' or 1/4"=1'</li> </ul> </li> </ul>

Please Note

- Submittals lacking any of the required items may be deemed incomplete and returned for correction without review. Please contact the Building Division at (925) 252-4910 with any questions regarding submittals.
- A building permit may only be issued to a California Licensed Contractor or to the Homeowner.
- Any contractor or firm performing work within the City of Pittsburg must first obtain a City of Pittsburg Business License.
- Approvals from all departments and agencies must be in hand prior to the issuance of the building permit. When necessary, separate submittals are required by the Contra Costa Fire Protection District and the three School Districts.
  - Pittsburg Unified School District [www.pittsburg.k12.ca.us](http://www.pittsburg.k12.ca.us)
  - Mt. Diablo Unified School District [www.mdusd.k12.ca.us](http://www.mdusd.k12.ca.us)
  - Antioch Unified School District [www.antiochk12.ca.us](http://www.antiochk12.ca.us)