



CLAREMONT RESIDENTIAL SUBMITTAL REQUIREMENTS

Residential (New, Addition, or Remodel) Plan Submittal Requirements

- 1) Cover Sheet (required for all plans)
 - a. Project Address
 - b. Project APN
 - c. Date of plans
 - d. Property Owner and contact information
 - e. Sheet index listing all plan sheets (all sheets must be numbered)
 - f. Revision log for recording any future changes to the approved plans
 - g. Scope of work (must be detailed and must match plans and permit application)
 - h. Code references (list all codes and cycle the apply to the project)
 - i. Indicate fire sprinkler status of existing and proposed structures.
 - j. Designer name
 - k. Project team contact information
 - l. Deferred submittal items (not included in plans, but required as part of the project).
 - m. List all deputy inspections, and observation reports required.
- 2) Site plan (required for new structures and additions)
 - a. General location and adjacent streets
 - b. Directional arrow showing North
 - c. Setbacks from all property lines and other structures
 - d. Utility routes and points of interconnection
 - e. Site drainage (arrows and percentages are acceptable)
 - f. Indicate existing and new impervious surfaces (concrete slabs) & previous surfaces (yards and planters)
 - g. Location of nearest fire hydrant and distance to furthest point of construction.
- 3) Floor plans (proposed and existing)
- 4) Elevations
- 5) Electrical plan (if new electrical is proposed)
 - a. Electrical Layout (indicate circuit numbers when existing branch circuits are extended)
 - b. Single line diagram (if new equipment is being added)
 - c. Electrical load calcs (where new loads totaling over 40A are proposed)
- 6) Plumbing plan (if new plumbing is proposed- except for like- to- like fixture replacement)
 - a. Plumbing Layout (include location of cleanouts)



City of Claremont Building Division

- b. Branch diagram or isometric including drainage fixture units (if new fixtures are being added)
 - c. Pipe sizing calcs
- 7) Mechanical plan (if new equipment or ductwork is proposed- except for like- to- like fixture replacement)
 - a. Mechanical Layout (include ducts and register locations)
 - b. Branch diagram including duct sizes
 - c. duct sizing calcs
- 8) Roof and floor framing plans
 - a. Vent locations
 - b. Attic vent calcs
 - c. Indicate roof covering
 - d. Indicate slopes
- 9) Framing plans
- 10) Foundation plan
- 11) Structural Details (Structural calcs and Engineer/ Architect stamp required unless design is 100% compliant with prescriptive measures of the California Residential Code).
- 12) Energy Analysis (unless prescriptive method is utilized)
- 13) Construction and Demolition diversion plan