

**CITY OF ORLAND
BUILDING DEPARTMENT
PHONE (530) 865-1606
FAX (530) 865-1621**

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**SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:
COMMERCIAL OR RESIDENTIAL
NEW BUILDINGS, REMODELS AND ADDITIONS**

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional materials may be necessary. Geotechnical, soils reports, site elevations and flood elevation certificates may be required for some new structures. **Confirm the requirements for your project with the building and planning departments.**

CHECK ENCROACHMENT REQUIREMENTS ON COMMERCIAL PROJECTS (THIS INCLUDES FRONTAGE IMPROVEMENTS INCLUDING CURBS, CUTTERS, SIDEWALKS, DRAINAGE, ETC.).

GENERAL NOTE

PROVIDE TWO INITIAL SETS OF TRUSS AND ENERGY CALCULATIONS, AND THREE CLEAR SETS OF BLUEPRINTS WHICH INCLUDE THE FOLLOWING MINIMUMS LISTED BELOW: (ALL BLUEPRINT SHEETS SHALL BE THE SAME SIZE).

GENERAL INFORMATION

- A.** Plans shall be drawn to scale, indicating location, nature and extent of work proposed. Show in detail the project conforms to the provisions of the building code and all relevant laws, ordinances, rules and regulations. All sheets of the drawings shall be the same size. Minimum size acceptable is 11" x 17".
- B.** Provide the wet signature of the designer on all pages of the drawings. (Any person responsible for the preparation of plans for others is required to wet-sign those plans).
- C.** Provide a signed truss layout and calculations, including designs for attic equipment and other special loads, including bracing criteria, gable end truss designs and top chord notching details. Truss calculations with handwritten information will require a wet-signature.
- D.** Provide a roof plan.
- E.** Provide a signed statement by the designer stating she/he has **"reviewed the truss calculations for (the specific structure) and all loading and design criteria have been met."**
- F.** Provide wet-signed and stamped structural calculations. All details, nailing, etc., must be transferred to the plans.
- G.** Provide calculations for tall stud design. Studs over 10' without lateral support require engineering.
- H.** The architect or engineer providing structural calculations shall stamp and wet-sign the drawings **OR** provide a statement stating she/he has **"reviewed the blueprints for (the specified structure) and all structural criteria per calculations dated (_____) have been incorporated."**

1. PERMIT APPLICATION

An application for a building permit can be picked up at the permit counter or can be mailed to the applicant on request. Note that there are other forms that are required along with the permit application. **Note that incomplete submittals will not be accepted.**

2. PLANS

Three sets of plans are required for plan review on residential remodels and new construction and most tenant improvement commercial applications. For new commercial and multifamily structures see **(Commercial/Multi-Family Plan Submittal Requirements Handout)**. Once your plans have been reviewed, two to three (you will be notified of how many sets are required) additional complete sets will need to be submitted.

Three sets of documents are required for all new residential and most tenant improvement commercial applications.

Please note the following:

- A. Plans shall be drawn to scale, indicating location, nature and extent of work proposed. Show in detail the project conforms to the provisions of the building code and all relevant laws, ordinances, rules and regulations.
- B. Document cover sheet shall include the project address, name of owner, date of the plans, the designer's name and address, sq. ft. of existing and or new, applicable codes, occupancy classification and construction type.
- C. Architectural, structural and/or civil plans and documents **shall be stamped and wet signed** by the appropriate architect/engineer.
- D. The minimum paper size shall be 11" x 17". All sheets of the drawings shall be the same size. **NOTE: Rough sketches will not be accepted.**

3. PLOT PLAN

- A. The minimum acceptable scale is 1" = 50'.
- B. Show site elevations.
- C. Show **North** arrow and street name.
- D. Title block.
- E. Show existing and proposed contours (site elevation) at 4' intervals.
- F. Show property lines, boundary dimensions, parcel size, building setbacks and easements.
- G. Show adjacent property uses at rear and side of property.
- H. Show all existing and proposed structures and the distances between each including accessory buildings, decks, pools, pool equipment, spas, sheds and detached garages. Clearly distinguish between what is existing and what will remain, what is existing and what will be removed and what is proposed as new.
- I. Show existing and proposed front, side and rear setbacks for all floors to the property line to the closest portion of the building.
- J. Show all easements including public utilities, drainage flow lines and location of swales.
- K. Show driveways, alleys and adjacent streets. Indicate if street is public or private. If a lot may only be accessed from the street by crossing one or more other lots, this should be clear on the plans.
- L. Show existing or proposed path of all utilities: electrical, gas, sewer or septic tank location, storm drains, rainwater leaders, water or well location.
- M. Show areas that are surfaced for parking.
- N. Maintain 2% minimum slope away from building on all four sides.

4. FLOOR PLANS

- A. The minimum acceptable scale is ¼" = 1'.
- B. Include plans for all existing and proposed structures. Clearly distinguish between existing and new construction.
- C. Show dimensions for all rooms, size/height and indicate their use.

- D. Show dimensions for all doors and windows and type of door or window; i.e., casement, slider, awning, fixed, sliding glass door, etc.
- E. Locate all electrical plugs, lights, switches, all plumbing fixtures and heating appliances and registers, AC disconnects, ceiling fans, exhaust fans, panel size and location.
- F. Provide egress windows in sleeping room with sills at a maximum of 44" above floor, a minimum open width of 20", minimum open height of 24" and minimum open area of 5.7 s.f. (**See egress window handout**). Provide minimum windows of 1/10 of room area for light, 1/20 for ventilation in all habitable rooms; specify type and size of window (fixed, slider, casement, etc.) or mechanical ventilation.
- G. Provide safety glazing in doors, showers or tubs, and in windows within a 24" arc of a doorjamb, large windows with sills closer than 18" to the floor, or elsewhere in a hazardous area. Mark all tempered windows on the floor plans or elevations.
- H. Locate HVAC compressor pad.
- I. Show attic access (not in wall closet), readily accessible. If used for storage or servicing equipment, install a switched light at or near the opening.
- J. Show 5/8" Type-X gypsum board between garage and dwelling.
- K. Show underfloor access 18" x 24". Cleanouts should be not more than 20' from access.
- L. Stairways: Specify rise and run, headroom clearance. If only minimum and maximum are given, check to assure room is available for required landing at top and bottom.
- M. Show GFI receptacles in garages, bathrooms, unfinished grade level storage and shops, on the exterior, at kitchen countertops and adjacent to sinks or lavatories. Provide at least one GFI receptacle at front and rear of dwelling.
- N. Clearly identify all existing vs new spaces, including uses. If an addition, provide dimensions and show doors and window (including sizes) in all adjacent rooms.
- O. Provide hardwired smoke detectors with battery backup in all sleeping rooms, basement and central hall(s); locate at high (> 24") ceiling breaks.
- P. Provide a service outlet within 25' of a condensing/mechanical unit.
- Q. Provide uniform fluorescent lighting in bathrooms and kitchen.
- R. Provide 5/8" Type-X gypboard in useable spaces under stairs.
- S. Show ARC fault circuit protection (minimum of two if two or more bedrooms) at all sleeping room receptacles.

5. EXTERIOR ELEVATIONS DRAWINGS

- A. The minimum acceptable scale is 1/4" = 1'.
- B. Show the appearance of all exterior walls, roofs, doors, windows and indicate the materials to be used.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.
- E. Indicate the roof pitch.
- F. For second-story additions, show elevation drawing of facing wall, including openings of adjacent buildings.
- G. Specify weep screeds at the bottom of all stucco walls, 4" from and 2" from paving. Show spark arrestor. Specify minimum chimney height of 2' higher than any roof within 10'.
- H. Provide attic ventilation at a 1/300 ratio if half of the vents are 3' lower than the high vents, or 1/150 ratio if otherwise. Specify number, sizes and location of vents.
- I. Underfloor ventilation: Number and size of vents, based on 1 s.f. per 150 s.f. of underfloor area or 1-1/2 s.f. per 25 linear feet of foundation perimeter whichever is greater. Show locations on drawings or provide note locating openings as close as practicable to corners of provide proper cross ventilation.
- J. Specify a fire-retardant roof covering and classification. Provide verification to the Building Inspector after installation.
- K. Detail *flashing and counterflashing* between roofing and vertical walls, including plaster or call out location on drawings.

6. FOUNDATION AND FLOOR FRAMING PLANS

- A. The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- B. Show the foundation layout, location, piers, grade beams, tie-in with existing if proposed, hold-downs and strapping.
- C. Show the floor construction including floor framing, size, spacing, reinforcing steel, plywood size and floor covering.
- D. Include calculations and specifications for any manufactured floor truss system.
- E. Show separate floor framing for all stories.
- F. Include calculations for engineered beams.
- G. Show how loads will be transferred to the foundation system.
- H. Specify floor sheathing and nailing.
- I. Provide foundation plan, fully dimensioned and in agreement with floor plan. Show all holdowns (not just anchor bolts) and embedded hardware on the foundation plan. Make note of locations of unusual anchor bolt spacing, as required.
- J. Provide special footings for point loads, i.e., girder trusses, beam supports, etc.
- K. Provide details specifying steel, one- or two-pour footings, stem-wall widths and concrete strength. **Minimum strength is 2500 psi. Note: if >2500 psi Special Inspection is required.**

ADDITIONAL INFORMATION—FOUNDATION/FLOOR FRAMING

- 1. Retaining walls more than 32" require engineering if supporting a surcharge.
- 2. Walls over 48" high require engineering. Height is measured from the bottom of the footing.
- 3. Foundation cripple walls over 14" and not over 4' shall be framed of the same size studs as the studding above. Over 4' shall be framed of the size required for an additional story. Anything under 14" shall be solid blocking.

7. ROOF FRAMING PLANS

- A. The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- B. Show ridges, hips, valleys, joists, skylights and the size and spacing of the structural members.
- C. Show the roof pitch. Roof pitch less than 3 in 12 requires a membrane roof system.
- D. Include the listing number (i.e. ICBO number) for any skylight.
- E. Include two sets of wet-signed calculations for any manufactured truss system.

NOTE: TRUSS CALCULATIONS MUST BE FROM THE MANUFACTURER OF THE TRUSSES TO BE USED.

8. CROSS-SECTION DRAWINGS

- A. The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- B. Show framing cross-sections which are applicable for all altered areas. Show at least two (2) complete detailed cross-sections clearly showing how the building will be constructed.
- C. Show the foundation system, the wall system and the roof system.
- D. Show the construction of the structural members and their connections.

9. TITLE 24 ENERGY DOCUMENTATION

- A. Submit 2 sets of energy calculations for all new construction and additions.
- B. Residential alterations and remodels 100 – 999 sf shall meet the minimum design standard:
 - Insulation: R-19 for ceilings and floor, R-13 for walls.
 - Windows: Double Glazed

- C. Must include compliance forms CF-1R and MF-1R.
- D. Owner and designer to wet sign compliance form

10. SMOKE DETECTOR REQUIREMENTS

Residential smoke detectors shall be installed in sleeping rooms and centrally located in the corridor or area giving access to each sleeping area. A detector shall be installed on each story and in the basement. If the ceiling height of the room open to the hallway serving the bedrooms exceeds that of the hallway by 24 inches smoke detectors shall be also be installed in the adjacent room. Detectors shall be audible in all sleeping areas and shall be interconnected.

11. STRUCTURAL PLANS AND CALCULATIONS

- A. Continuous foundations are **required** for 2- and 3-story buildings and decks.
- B. Calculations are necessary for all two-story structures, basements, retaining walls over three (3) feet and any nonstandard construction.
- C. Piers supporting 2- or 3-floor loads shall be on continuous foundations or grade beams.
- D. Headers and Beams: Specify sizes, species and grade. NOTE: These may require calculations.
- E. Specify garage door header, species and grade. Provide lateral details and calculations if wall returns are less than 4'.
- F. Roof sheathing: Specify type, size and nailing.
- G. Roof rafters: Show direction, size and spacing. Specify lumber species and grade. Rafter ties shall be located in the lower 1/3 of the rafter span.
- H. Detail roof rafter connection to exterior wall plates.
- I. Show rafter ties or bearing ridge beam. Detail splices.
- J. Posts: Detail base and top connections or specify manufactured connections on drawings.
- K. Provide braced wall panels where not specifically engineered. **Braced wall panels** must be clearly identified and specified.
- L. **Shear walls** must be clearly identified and specified, including the length.
- M. Alternate braced wall panels are required to have footings the entire length of the wall being braced.
- N. Provide either blocking panels between the trusses over shear walls, or create a ceiling diaphragm, bringing the loads back into the shear wall.
- O. Specify ceiling joists, direction, spacing and size.
- P. Provide HVAC suspension, **including seismic restraints.**
- Q. All masonry and factory-built fireplaces shall be permanently equipped with an EPA certified insert or shall be permanently labeled showing it meets EPA emission limits.
- R. Provide manufacturer's installation instructions for factory-built fireplaces and chimney **ON THE JOB SITE**. If your design calls for enclosing the chimney with materials other than what is supplied by the chimney manufacturer, provide information to verify enclosure procedures.
- S. Specify masonry veneer attachments, weep holes; include footing and/or lintel details as appropriate.

12. MISCELLANEOUS DETAILS

- A. Exterior stair stringers shall be pressure treated or decay resistant or otherwise isolated from concrete on grade.
- B. Guardrails require verticals spaced to prevent passage of a 4" sphere or a 6" sphere at the riser/tread/rail 'triangle'.
- C. Provide guardrails if the walking surface is 30" or more above adjacent grade.
- D. Detail the connection of deck railing post to the deck or floor.
- E. Provide impact protection for exposed posts in a garage wrapped with 5/8" gypboard.
- F. Provide combustion air for fuel burning appliances.

G. Permanent appliances in garage subject to vehicle impact shall be protected against damage. **(UMC 308)** Gas appliances shall be elevation 18" to source of ignition.

13. CONDITIONS OF APPROVAL

Where applicable, include PLANNING COMMISSION letter for all conditions imposed in the approval of a variance, a use permit, a subdivision, or design review.

14. ENCROACHMENT PERMIT

Required for all work performed in the right-of-way, city or state highways.

15. SOILS REPORT (IF APPLICABLE)

- A.** Required for all new commercial or multi-family (3+ units) as determined by the City Engineer or Building Official.
- B.** A soils report for other work may be required at the discretion of the City Engineer or Building Official.
- C.** A complete flood elevation certificate is required for all new and remodels and additions if it is determined that the project is in the flood plain per FEMA maps.

16. EROSION CONTROL PLANS (IF APPLICABLE)

Interim and final plans for erosion control during and after grading including planting, cribbing, terraces, sediment retention structures, and other such means of control.

- A.** Specifications for revegetation of the graded area to control erosion and restore the appearance of the site including:
 - 1.** Location, size and variety of plants.
 - 2.** Proposed methods of planting and maintenance.
 - 3.** Schedule for installation.
- B.** The date the proposed grading is expected to start and to be completed and the schedule for constructing sediment and erosion control structures.
- C.** The number, types and sizes of trucks and other equipment to be used for work on the site and for hauling excavated material.
- D.** The location of any temporary storage areas for fill material.
- E.** Detailed engineering specifications and drawings of retaining walls, drainage structures or other site improvements as required by the Building Official based on the recommendations of the department staff.
- F.** Protection plan for **all trees to be retained**.
- G.** Topsoil stockpile areas.

17. OTHER DEPARTMENT/AGENCY APPROVALS

When required show approvals from the following:

- A.** City of Orland Planning Department
- B.** City of Orland Fire Authority
- C.** Glenn County Environmental Health Department
- D.** Glenn County Air Pollution Control
- E.** CAL-TRANS
- F.** City of Orland Public Works Department

18. SCHOOL IMPACT FEES

- A.** School impact fees are required to be paid **prior** to a building permit being issued. After the plan review has been completed the Building Department will send you to the school district office with the appropriate paperwork.
- B.** School fees are paid at the Orland Unified School District. **(530) 865-1200**

19. BUILDING INSPECTION REQUESTS

When requesting a building inspection you will be required to call our voicemail recorded telephone number (530) 865-1606, **after** 5:00 p.m. and **before** 7:30 a.m. Note that un-canceled inspections will be subject to a \$75.00 cancellation fee if not canceled before the inspector leaves for his/her daily inspections.

WHO MAY PREPARE PLANS

State law regulating the architectural and engineering professions describes who may prepare plans for buildings.

ANY PERSON – Any person may prepare plans for new buildings or additions to buildings, as follows:

1. Single family dwellings of wood frame construction not more than two stories and a basement in height.
2. Multifamily dwellings of wood frame construction not more than two stories and a basement in height, except that there may be no more than four dwelling units on any one lot.
3. Garages and other appurtenant structures of wood frame construction not more than two stories and a basement in height.
4. Agricultural and ranch building of wood frame construction.

Note that all commercial projects require design by a Licensed California Architect or Engineer.

However, any of the above buildings which are not of conventional wood frame construction or have unusual design features, or where there is insufficient lateral bracing shall be designed by a registered civil engineer or licensed architect when required by the Building Official.

REGISTERED CIVIL ENGINEERS OR ARCHITECTS

Registered civil engineers or licensed architects shall prepare plans for retaining walls over 3 feet in height, plans for all types of buildings, other than those listed above or as required by the Building Official.

SIGNATURE ON PLANS

State law requires that the person who prepares plans for others must sign all plans. The County Building Code also requires an address and telephone number of the person who prepared the plans. Please inquire at the Building Department if there are any further questions concerning submittal requirements for a specific project.

FEMA REQUIREMENTS

Any structure that has been determined by FEMA maps to be within a 100 year flood plain shall be constructed in accordance with the FEMA guidelines. There shall be no exception to this requirement. Please make sure you understand these guidelines.

