



City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION (805) 449-2500
PLANNING DIVISION (805) 449-2323
HOUSING/REDEVELOPMENT DIV. (805) 449-2393

GUIDELINES FOR ROOM ADDITION PLAN CHECK SUBMITTAL

Thinking about building a room addition? There are a few things you must know before you begin. The information provided in this package will help you get started. Building plans that are submitted for review to the Building Division are required to be complete.

EACH SET OF PLANS MUST BE DRAWN TO SCALE AND SHOULD CONTAIN AT LEAST THE FOLLOWING INFORMATION IN A CLEAR SELF-EXPLANATORY AND BUSINESS LIKE MANNER.

1. **SITE PLAN** : Include the following:

- a) Assessor's parcel number.
- b) Owner's name and project address.
- c) Preparer's name, address and phone number.
- d) The size and position of all structures and intended use of proposed and existing structures on the lot.
- e) The setback distance from front, side and rear property lines.
- f) The setback distance from the proposed structure to the toe or top of any adjacent slopes and the vertical height of the slope.
- g) The name of any streets adjacent to the property.
- h) Indicate drainage at a minimum of 2% away from the foundation.
- i) The location of any retaining walls existing or proposed on the site.
- j) Location and description of all recorded easements on the site, if any.
- k) North Arrow
- l) Location of utility meters

2. **FLOOR PLAN** : Include the following:

- a) A completely dimensioned floor plan for the building and addition.
- b) A description of the use of all rooms in the building and proposed addition.
- c) Proposed new or relocated door(s) and window(s) sizes, location and types.
- d) Location of all smoke detectors.
- e) Identify all plumbing fixtures, electrical outlets, switches and lights, and heating and air conditioning equipment.

3. **FOUNDATION PLAN** :

A. **RAISED FLOOR** : Include the following:

- 1) A completely dimensioned foundation plan for the addition including size and depth of perimeter footings and call out for all reinforcing.
- 2) The location and size of required access holes and screened foundation vents.
- 3) Any special construction required by the structure or by any site conditions.

- 4) The size and location of all pad footings and the grade beams connecting pad footings to perimeter wall foundations (must be connected in at least two directions).
- 5) Floor sheathing materials and nailing schedule.
- 6) Size and spacing of anchor bolts and hold downs.

B. SLAB ON GRADE : Include the following:

- 1) A completely dimensioned foundation plan for the addition including size and depth of footings, thickness of slab and call out for all reinforcing.
- 2) The size and location of all pad footings and the grade beams connecting pad footings to perimeter wall foundations (must be connected in at least two directions).
- 3) Size and spacing of anchor bolts and hold downs.
- 4) Slab sub-base material and thickness including approved vapor barrier.

4. ELEVATIONS : Include the following:

- a) Four elevations of the exterior of the building showing true site conditions.
- b) Exterior wall finishes.
- c) Type of roofing and the pitch of the roof. Must include ICC report number for tile or specialized roofing material.
- d) A complete set of dimensions in the vertical directions to clarify the proposed height.
- e) Surface drainage away from foundation.
- f) The locations of all openings (windows, doors, etc.) in the perimeter walls.

5. FRAMING PLAN AND SECTIONS :

A. ROOF/FLOOR FRAMING PLAN: Include the following:

- 1) Show roof rafter, ceiling joists and floor joist grade, size, spacing, and length on plans as applicable.
- 2) Show locations of posts and beams including size and grade and length of beams and headers.
- 3) Provide details for all connections including size and type of metal straps and/or clips.
- 4) Provide length, nailing pattern, type, and location(s) of all shear walls.
- 5) Include floor sheathing materials and nailing schedule.
- 6) Size and spacing of anchor bolts and hold downs.
- 7) Truss calculations and plans are required if trussed roof is proposed.

B. CROSS SECTIONS : Include the following:

Provide at least one cross section and more if necessary due to complications in framing details. Show member size and footing depth consistent with Framing and Foundation plan. Provide cross reference to details provided in other locations of the plans.

6. ENERGY REQUIREMENTS : Include the following:

- a) Provide a glazing calculation showing total area of all new glazing minus area of glazing removed and U value and SHGC value for all new glazing.

- b) Call out R value for insulation in all new walls, raised floors and ceiling/roof.
- c) Identify type of all new lighting and show switching on plans.
- d) Call out radiant barrier on roof sheathing.
- e) Identify all new heating and air conditioning equipment showing compliance with California energy conservation requirements.
- f) Show lighting in compliance with the California Energy Code.

7. CONSTRUCTION DETAILS : Include complete set of details, as necessary, for the following:


- a) Stairways
- b) Balconies
- c) Post and beam connections
- d) Guard rails (connections, materials, spacing, height, etc.)
- e) Fireplaces
- f) Retaining walls

TWO SETS OF PLANS ARE REQUIRED FOR PLAN CHECK SUBMITTAL. THREE SETS OF FINAL PLANS WILL BE REQUIRED AT ISSUANCE OF PERMIT.

IT MAY BE NECESSARY TO OBTAIN THE SERVICES OF A PROFESSIONAL TO ASSIST YOU IN PREPARING A SET OF PLANS AS DESCRIBED ABOVE.

When plans are submitted to Building Division, you will be charged a plan review fee. You can expect approximately two weeks before you receive a response with corrections or approval. If you have corrections, they will be outlined in a correction list. Instructions for making corrections will be included with the correction list. You will need to make the necessary corrections and submit for recheck. When all corrections have been made, your plans will be approved for a building permit.

We hope that with the help you receive from the information in this package and from our staff, your project will proceed smoothly through the plan check process. Remember that it does take time to go through the process and it is important that you plan ahead. If you have further questions, please ask us. The Building Division telephone number is (805) 449-2500.

 <p>City of Thousand Oaks COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION</p> <p><i>David A. Herrera</i> Building Official</p>	GUIDELINES FOR ROOM ADDITION PLAN CHECK SUBMITTAL		
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