



# Submittal Requirements for Residential Alterations/ Additions

**DS-139**

January 2022

City of Murrieta –Development Services Department  
1 Town Square, Murrieta CA 92562

## SUBMITTAL REQUIREMENTS FOR RESIDENTIAL ALTERATIONS/ADDITIONS

This handout is designed for assistance in Residential Alterations or Additions plan submittal to the Building and Safety Division. Omission of any of the following shall be deemed an incomplete submittal and will not be accepted for plan review.

The California Model Codes currently in effect are the 2019 California Codes, based on the 2018 International Residential Code (IRC), 2018 Uniform Plumbing and Mechanical Codes (UPC, UMC), 2017 National Electric Code (NEC), 2018 International Fire Code (IFC) and the 2019 California Energy Code and the 2019 California Green Building Standard Code ("Cal Green").

**Submit (4) complete sets of architectural, electrical, and structural (if applicable) plans. All plans shall be identical copies or blueprinted on a minimum 18" x 24" plan size sets or, a maximum 30" X 42" plan size.**

### CONSTRUCTION PLANS SHALL INCLUDE BUT NOT BE LIMITED TO:

#### Cover Sheet:

1. Parcel number(s) and Site Address
2. Building data: Existing building Sq. Ft. and new addition Sq. Ft. use/occupancy as R-3, Building Code data: 2019 California Model Codes as based on the 2018 IRC, 2018 UMC and UPC, 2017 NEC, 2018 IFC and the 2019 California Energy Code and the 2019 Cal Green Code.

**Plot Plan:** (The cover sheet and plot plan may be combined)

Provide North arrow, identification of street frontage; show existing building footprint and room addition location and setbacks to property lines and/or easements.

#### Floor Plan:

1. Fully dimensioned and drawn to scale (3/16 inch per foot minimum)
2. Show walls as double lined and indicate existing or new, with references to new wall construction details indicating wall heights, framing member size, spacing and material type; exterior finishes, etc.
3. Existing and new door and window locations, sizes and types
4. Identify all elements of habitable space identify existing and new room uses, closets, fixed shelves, media niches, fireplaces, appliances, plumbing fixtures etc.
5. Identify all proposed alterations to existing walls, doors and windows regarding removals, replacement and/or relocations; kitchen/bathroom remodeling, etc.

#### Elevations:

Provide side views of the building exterior, showing the new and existing structure's exterior features and elements (e.g. fireplaces, roof vents, doors, windows, etc.)

#### Section Views:

Provided section views indicating wall heights, insulation location for walls and roof/ceilings for new conditioned spaces, wall and roof/ceiling finishes, etc.

**Plumbing/Mechanical:**

1. Points of connection for water/sewer
2. Material type and sizes for waste/vent system
3. HVAC (new or existing) equipment location and BTU input

**Electrical Plan:**

1. Existing main service size, location; proposed panel relocation or upgrade
2. Electrical power and lighting plans, interior fixture schedule
3. Title 24 Energy electrical requirements including high efficacy fixture types, vacancy sensors, dimmer switching and photo controls

**Structural Plan/Foundation/Framing/Roof Plan and Details:**

1. Structural design by a California State registered Engineer or licensed Architect if the proposed structure does not comply with conventional light wood framing provisions
2. Foundation elements to include, footing & slab reinforcement; footing and slab details, including base preparation, sand layer(s), moisture barrier; anchor bolt size and spacing, hold down devices, etc.
3. Structural frame plan(s) and key referenced details
4. Two (2) sets of "wet" stamped/signed Structural Calculations
5. Two (2) Roof Truss Calculations (if applicable). The Architect or Engineer of record shall first review and stamp the truss layout sheet finding the design to be in general conformance with the building design, prior to submittal to the Building and Safety Division for approval

**Supplemental Information:**

1. Two (2) copies of Geotechnical soil reports for additions where questionable soil characteristic conditions exist due to verifiable data, such as expansive, compressible, shifting soils, or special soil study zone(s)
2. Package D prescriptive method Energy Forms, or computerized ENV/PERF (Envelope), MECH (Mechanical) and L TG (Lighting) Energy calculations for new conditioned space; and all required forms copied to the full size plan sheets
3. Fees are based on the City of Murrieta Adopted Fee Schedule
4. The Contractor must sign the permit application and provide evidence of a current California State contractor's license. All contractors/sub-contractors must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation
5. If an owner chooses not to hire a contractor, they must then sign the permit application as Owner/Builder and complete the certification form for the owner/builder permit issuance
6. Contact the Engineering Department regarding grading permit requirements at application, or provide (2) two copies of Approved grading plans, prior to permit issuance
7. Contact the County of Riverside Health Department for properties on private sewage systems for verification of existing system location and provide (2) two copies to the Building and Safety Division prior to permit issuance
8. Prior to permit issuance 2 copies of Waste Management plans (See attached), and/or a C & D letter from the Waste Management Company for construction waste diversion shall be submitted to Building & Safety.