

CITY OF WILLITS
COMMUNITY DEVELOPMENT DEPARTMENT
ADDITION/ALTERATION PLAN SUBMITTAL REQUIREMENTS

All plans must be clearly drawn on 11" X 17" or larger sheets including the following pages:

Plot Plan: Show property lines with dimensions, locations of all structures including proposed fencing on property to scale, existing and proposed elevation contours, and proposed setbacks from property lines, driveway(s), lot and building square footage, street improvements, sewer and water connections, assessor's parcel number, north arrow and street address. . **NOTE:** If the value of the proposed alteration/addition exceeds 25% of the value of the existing structure, WMC requires installation of City Standard sidewalk, curb and gutter.

Floor Plan: Show all dimensions, use of each room, windows, doors, plumbing fixtures, electrical and mechanical features. Plan must be drawn to scale at ¼" + 1'- 0" or larger.

Foundation Plan: Show dimensions and details of all foundation conditions, footings, piers, walls and structural slabs including reinforcing, anchor bolts, tie-downs, crawl space access and ventilation.

Elevations: Exterior views from each side, (min. of 4 sides) identifying all exterior building materials, windows, doors, roof pitch, existing and proposed grade, setback to slopes greater than 3:1 (horz:vert), stepped footing outline and appropriate details.

Framing Plan: Show all floors, ceilings, roofs, stairs, walls, decks and porches. Identify the size and spacing of all framing members, locate all tie-downs, connections and cross reference all applicable details. Dimension heights of floors, ceilings and roofs from grade.

Cross Sections: At least one cross section through entire building from bottom of footing to top of roof structure. Identify all structural members and insulation. Include other sections as required for complex structures, fireplaces and special framing details.

Structural Details: Structural details for all foundation, floor, wall and roof construction. Include connections, support of beams, flashing, and wood to earth separation details.

Signed Drawings: Plans must be signed by the designer. If the structure is commercial, non-wood framed, a residence higher than two stories, non-conventional construction (metal, concrete or masonry), or a residential project with more than four (4) dwellings on a single parcel, the plans must be signed by a licensed engineer or architect.

Title 24 Energy Calcs: All new construction and additions that increase conditioned floor space and volume require two (2) signed and stamped sets of Title 24 energy calculations.

Engineering Calcs: Any non-conventional construction (metal, concrete, masonry or long spans) requires two (2) signed and stamped, sets of structural calculations.

Geotechnical Report: Two (2) signed and stamped sets are required for all new commercial structures, or if indicated in structural calculations, building plans, subdivision development plans or by site evaluation. A plan review letter from the geotechnical engineer, verifying that all geotechnical recommendations have been adhered to, may also be required.

Truss Calcs & Layout: Two (2) signed and stamped sets are required prior to underfloor inspection when engineered trusses are used. Trusses over 40 feet long require engineered design of supporting walls at initial plan check submittal.

Grading Plan/Permit: Required if not exempted by CBC Section J103.2.

Special Inspections: When special inspection is required by CBC Section 1704, the architect or engineer of record shall prepare an inspection program which shall be submitted to the building official for approval prior to issuance of the building permit. (CBC Sec. 109)

Waste Recycling Plan: Applicant shall submit a waste diversion plan for a minimum of 50% of the waste generated from proposed project pursuant to Section 8.09.030, C of the Willits Municipal Code.