



**CITY OF MISSION VIEJO**  
**BUILDING SERVICES DIVISION**  
200 CIVIC CENTER,  
MISSION VIEJO, CA 92691  
(949) 470-3054

# **RESIDENTIAL SUBMITTAL CHECKLIST**

## **RESIDENTIAL ROOM ADDITIONS/ALTERATIONS**

### **SUBMITTAL CHECKLIST**

When submitting plans for Building Plan Check, **three (3) sets** of scaled drawings 24"x36" minimum with the following information are required:

**TITLE SHEET** – Provide the following: Owners name, address and phone number, project address, scope of work, sheet index, vicinity map, list of deferred submittals.

**SPECIFY ADOPTED CODES:** Indicate that all work will be done in compliance with the 2016 editions of the California Residential Code, California Mechanical Code, California Electrical Code, California Plumbing Code, California Green Building Standards Code and California Energy Code.

**SITE PLAN** – Indicate distances to the property lines.

**FOUNDATION PLAN & DETAILS** – Expansive soils are common in the City of Mission Viejo. Please provide footings with a minimum depth of 24". A minimum 4" thick slab reinforced with a minimum #3 bars at 18" on center each way, a minimum 6 mil moisture barrier, and at least 4" of sand. Dowel a minimum 6" into existing concrete and extend dowels a minimum 24" into new concrete with #3 bars at 18" on center. **Or**, you may submit a soils investigation report prepared by a licensed civil or geotechnical engineer making specific foundation design recommendations.

**CONCRETE** – High levels of sulfates are common in soils in Mission Viejo, therefore, concrete in contact with soil shall have an Ultimate Compressive Strength of **4,500** psi, water-cement ratio of 0.45 and type V cement unless a soils report recommends otherwise. **Or**, you may submit a soils report as described above.

**FLOOR PLAN** – Indicate the new areas, door sizes, window sizes, headers, electrical outlets, light switches, FAU registers, plumbing fixtures, etc. (Existing floor plan to be included)

**ROOF PLAN** – Indicate roof slopes, ridges, valleys, flashings, overhangs, drainage, etc. Class A Roofing Assembly is required when addition equals more than 50% of the existing structure.

**EXTERIOR ELEVATIONS** – Indicate finish materials (stucco, siding, fire treated shakes, etc.), lateral bracing system, (i.e. Let-in braces, shear panel, window and door openings, plate straps, etc.), and building heights.

**STRUCTURAL PLAN(S)** – Indicate framing member sizes, beam sizes, and construction details. (Note: this information may be provided on the **ARCHITECTURAL** plans (i.e. floor plan, roof plan, elevations, etc.), separate **STRUCTURAL** plans may not be necessary).

Section(s) cut through additions and existing structure – Indicate a section cut through the addition to show the framing and relationship and attachment to the structure.

**ENGINEERS STRUCTURAL CALCULATIONS** – ONE (1) set may be required to justify proposed framing member and beam sizes, footing and reinforcement sizes, lateral resisting system and connections. Calculations are required for two (2) story room additions.

**ENERGY COMPLIANCE FORMS** – ONE (1) set will be required to indicate compliance with the California Energy Commission regulations. (Title 24, CF-1R, MF-1R)

**NOTE:** School District Fees / Certificate and Water District Approval may be required prior to issuing a building permit.

**Homeowner's Association approval and Neighbor's Consent may also be required. Please inquire with the Planning Department.**