



DEPARTMENT OF RESOURCE MANAGEMENT

Building Division

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RESIDENTIAL PLAN SUBMITTAL CHECKLIST

(Rev: 01-03-23)

All plans are required to be signed by the person responsible for their preparation, including energy forms. Plans shall be sealed and signed by architect and/or engineer if applicable. Project address, project data, work scope shall be on the first sheet of plans, square footage of new and existing structures, and completed design criteria.

Site Plan (Drawn neatly, to scale, must be legible with a minimum 12 font, and fully dimension work)

- Owner name
- Site Address
- Name/signature of person preparing plans
- Scale indicated
- Show entire property and property lines
- Show defensible space
- North arrow
- Adjacent streets/roads
- Setbacks (distance between all structures, property lines, septic system, etc.)
- Easements (driveway, utility, etc.)
- All structures (indicate size, location, use, existing, proposed)
- Driveway; include width and slope, gates (with setback from road, utilities, PG&E, solar, generator, hydro, wind, other)
- Water wells on and within 100 feet of the property (dimensions to septic and structures)
- Sewage disposal systems (septic tank and leach lines)
- Topographic contours and elevations at building site where grade has been cut or filled
- Drainage and streams, on or within 100 ft. of property and bodies of water on or within 200 ft.
- Fuel tanks (propane, kerosene)
- Nearest fire hydrant, if applicable

Floor Plan (Drawn neatly, must be legible with a minimum 12 font, and to scale)

- North arrow
- Scale indicated
- Show entire structure (label existing and proposed)
- For additions and remodels provide an existing plan prior to the work with dimensions, windows, etc.
- Indicate use of all rooms
- Ceiling height, shown on elevations
- Show all interior & exterior walls and indicate whether all interior walls are finished.
- Doors and windows
- Stairways including rise, run and width, handrail, guardrail
- Attic and underfloor access
- Closets, Counters
- Prefabricated fireplace or stove meeting EPA Phase II requirements.
- Furnace/HVAC unit, register, and return air location
- Electrical outlets, lights, switches, smoke detectors, electric panels
- Plumbing fixtures (water heaters, toilets, showers, bathtubs, sinks, etc.)
- Combustion air
- Appliances (dishwashers, garbage disposal, clothes washer/dryer, oven, stove top, range, etc.)
- Indicate all kitchens or cooking facilities
- Exterior landings, decks, stairs

Elevations (Drawn neatly, must be legible with a minimum 12 font, and to scale)

- Roof pitch and roofing materials
- Show all sides of subject structure (label existing and proposed, front, rear, etc.)
- Indicate all exterior materials
- Finished first floor elevation and exterior finished grade (show grade slope)
- Eave overhang (include dimension)
- Chimney/flue pipe
- Provide height for each floor and top of ridge from finished grade

Building Cross-Section (Drawn neatly, must be legible with a minimum 12 font, and to scale)

- Scale indicated
- Interior and exterior finish materials
- Insulation matching energy requirements
- Ceiling height(s) and floor height
- Roof pitch(s)
- Framing including size, grade, spacing, and layout of all framing members
- Details of all critical connections, components, attachments, anchorage, etc.
- Top of floor elevation above finish grade

Foundation Plan (Drawn neatly, must be legible with a minimum 12 font, and to scale)

- Scale indicated
- North arrow
- Show perimeter and interior/exterior bearing footings, brace wall footings, slab, piers, vapor barrier, insulation, and sand
- Stair foundation(s) and landings
- Fireplace(s) foundation(s)
- Details of each foundation section indicating size, reinforcement, sill plate attachment with anchor bolt size and spacing
- Shear wall(s) and hold-down(s)/bolts, location(s), size, and type
- Flood venting

Engineering/Calculations (2 sets if applicable)

Wildland Fire Detailing when required must be fully detailed on the plans

Green Code Notes when required

Soils Report for new buildings (2 sets or alternate approval for flat lots no basements)

Roof Framing Plan (Drawn neatly, must be legible with a minimum 12 font, and to scale)

- Scale indicated, North arrow
- Sheathing thickness, panel span rating, exterior glue, structural grade
- Size, grade, spacing, and layout of all framing members
- Wet stamped and signed manufactured truss plan(s) and layout if applicable
- Detail attic ventilation
- Cool roof and Radiant Barrier as required
- Access location connection from truss to beam or top plate

Floor Framing Plan (Drawn neatly, must be legible with a minimum 12 font, and to scale)

- Scale indicated
- North arrow
- Floor sheathing thickness, panel span rating, structural grade (for non-conventional provisions)
- Size, grade, spacing, and layout of all framing members clearances
- Wet stamped and signed manufactured truss plan(s) and layout, if applicable
- Shear wall or braced wall locations schedule
- Details of all critical connections, components, attachments, anchorage, etc.
- Under floor access and detail

Energy Forms

- Include signatures and supporting calculations showing compliance to be registered
- Forms signed by the owner and designer
- Forms shall be a permanent part of the plans

Grading Plan

- Show all areas of disturbance
- Show depths of cut and fill
- Provide erosion control plan
- Provide wet weather plan October 15 - May 1