



# Plan Check Submittal Requirements for: ROOM ADDITIONS

DEPARTMENT OF  
BUILDING & SAFETY  
150 S. Palm Ave., Rialto, CA 92376  
(909) 820-2505

All room addition plans submitted for plan check must meet the minimum requirements listed below. Defaced, faded, illegible, or incomplete plans will not be accepted or reviewed. The following information is intended to provide GENERAL GUIDELINES ONLY! Please contact staff at the Public Information Counter for complete requirements and policies regarding submission for plan check. All plan check fees must be paid at the time the plans are submitted for review. A PRE-ALTERATION INSPECTION IS REQUIRED PRIOR TO THE SUBMISSION OF ANY PLANS FOR PLAN CHECK. In addition, it is highly recommended that a pre-alteration inspection be obtained before plans are prepared.

To submit for plan check, you will need **FOUR (4) COMPLETE SETS OF PLANS AND TWO (2) SETS OF STRUCTURAL CALCULATION REPORTS OR OTHER DATA.** Plans shall be drawn to scale upon substantial paper (18"x 24") minimum and shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of all applicable and relevant codes, laws, ordinances, rules and regulations. A complete set of plans and calculations consists of at least the following information and/or plans:

1. Plot Plan: To scale, fully dimensioned, with a north arrow, indicating all lot lines (property lines), all existing buildings and structures, and the location of the proposed addition(s). Provide the job address, owner's name, assessor's parcel number, lot size, distance to lot lines (property lines) and all other building or structures on the property, basic site layout, existing type of construction; proposed use of addition(s), the use of all other buildings and/or structures on the property, and the type and location of sewage disposal system.
2. Foundation Plan(s): To scale, fully dimensioned, indicating the location of all footings and their size. Provide complete detailing indicating the width and depths of footings, how the existing and new footings will be tied together; slab thickness, type, size and spacing of anchor bolts/washers, hold-downs, column bases, etc. If the building has a raised floor, indicate the size and spacing of floor joists and girders, under-floor access and ventilation. Provide both existing and proposed conditions.
3. Floor Plan: Provide a doubled lined plan view of the proposed addition(s). Indicate size and location of all doors, windows, and headers. Show size and spacing, and direction of ceiling joist. Identify all plumbing fixtures, electrical devices, outlets, lights, and switches. Show the existing dwelling and the uses and sizes of all rooms. Show locations and size of the existing windows and doors. Indicate the square footage of the proposed addition and the use(s).
4. Roof Plan: A complete truss package is required if conventional construction is not used. Show the roof slope, type and size of the roof rafters, type and size of the roof sheathing. Indicate the type of roof covering materials and that all roof materials shall be installed per the manufactures specifications for "High Wind" areas. Show how the new roof will tie into the existing roof.

**(ROOM ADDITION)**

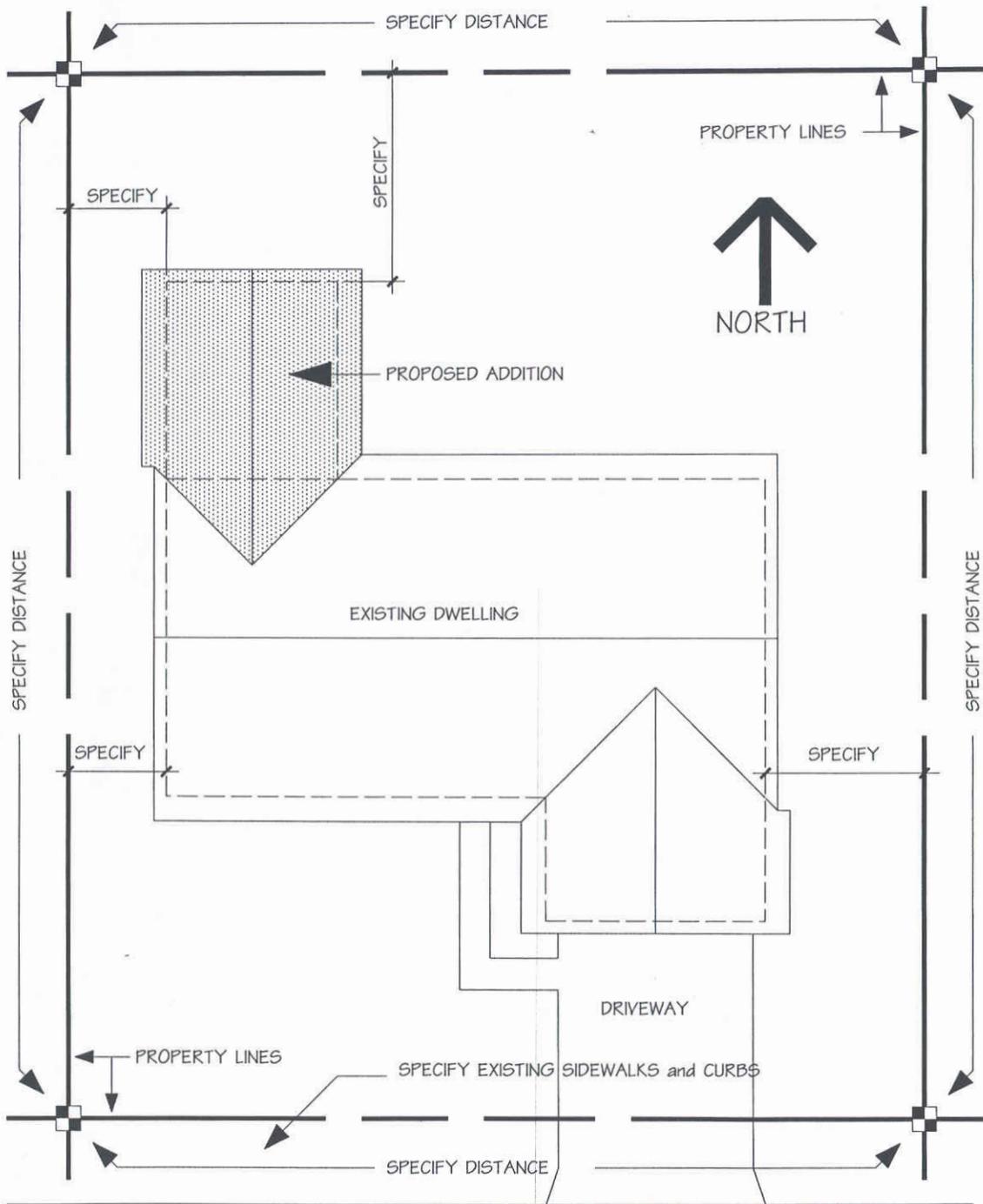
5. Exterior Elevations: Provide three (3) exterior elevations ie; rear, left, right sides and the direction each elevation faces---- north, south, east, etc. Show doors, windows, finished floor line, exterior finish, and indicate the roof materials and pitch.
6. Framing Plan: Provide a cross section (cut view) of the proposed addition. Show foundation, wall framing/studs, ceiling joist, rafters/trusses, roof pitch, etc. Indicate the size, spacing, and materials proposed. Show the locations of all braced wall panels, shear walls, columns, and posts. Show both existing and proposed conditions. Show all structural connections.
7. T-24 Energy Compliance: The following can be used to meet the State Energy Requirements (Climate Zone 10) for room additions and must be specified on the plans:
  - a. R-38 ceiling insulation
  - b. R-13 wall insulation
  - c. R-19 insulation in raised floor areas
  - d. Dual glazing (Total area of glazing not to exceed 20% of the gross floor area plus the area of any removed glazing for the addition; total West facing glazing not to exceed 5%.)
  - e. The proposed room addition must also comply with the “Mandatory Features and Devices regulations. Any deviations in this area will be identified during the plan review process.
  - f. Radiant Barrier is required in the attic.

Additional Requirements:

If the existing structure (dwelling) has fire sprinklers, the addition shall also be fire sprinklered. If the existing structure does not have fire sprinklers, but the addition exceeds 50% of the existing floor area, the addition and the existing structure shall be fire sprinklered. Fire sprinkler plans shall be submitted to & approved by the Fire Prevention, Planning, and Inspection section of the Rialto Fire Department (909) 820-2501

School fees may be required. Contact the applicable School District for current fee information.

Street dedication and improvements may be required depending on the size of the addition. Contact the Land Development Section of the City of Rialto Engineering Department 909-820-2530 further information.



STREET NAME

LEGAL DESCRIPTION

TRACT # \_\_\_\_\_

LOT # \_\_\_\_\_

ASSESSORS PARCEL NUMBER

OWNER'S NAME:

(PRINT CLEARLY)

PROJECT ADDRESS:

(PRINT CLEARLY)

NOTE:  
OWNER'S NAME AND PROJECT ADDRESS  
MUST APPEAR ON EACH DRAWING SHEET

PLOT PLAN

SPECIFY DRAWING SCALE

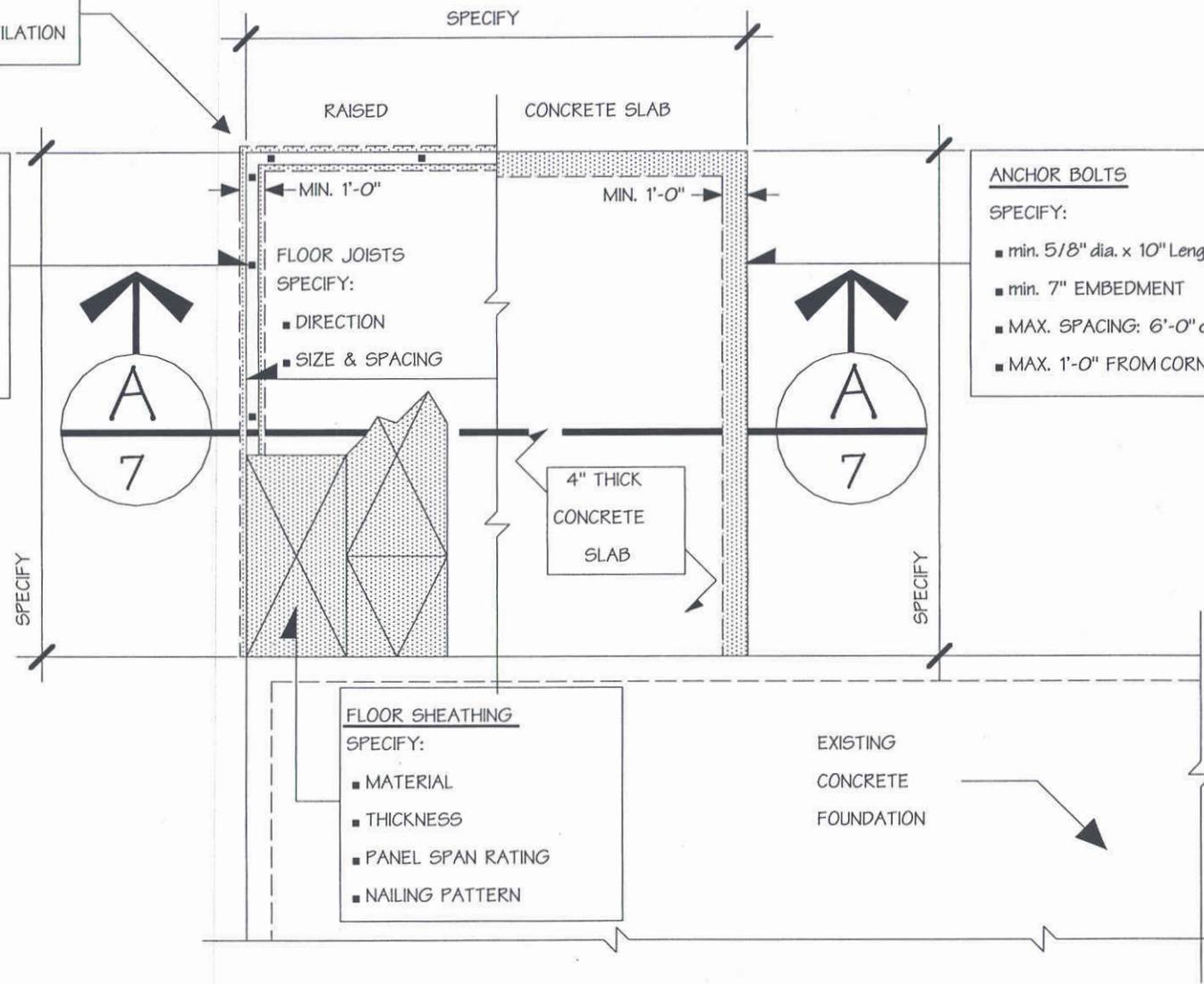
SAMPLE DRAWING

**NOTE:**  
**(1) #4 (1/2" DIA.) REBAR IS REQUIRED**  
**AT TOP AND BOTTOM OF ALL FOOTINGS**

PROVIDE UNDERFLOOR ACCESS  
PROVIDE UNDERFLOOR VENTILATION

ANCHOR BOLTS  
SPECIFY:  
■ min. 5/8" dia. x 10" Length  
■ min. 7" EMBEDMENT  
■ MAX. SPACING: 6'-0" o/c  
■ MAX. 1'-0" FROM CORNERS

ANCHOR BOLTS  
SPECIFY:  
■ min. 5/8" dia. x 10" Length  
■ min. 7" EMBEDMENT  
■ MAX. SPACING: 6'-0" o/c  
■ MAX. 1'-0" FROM CORNERS

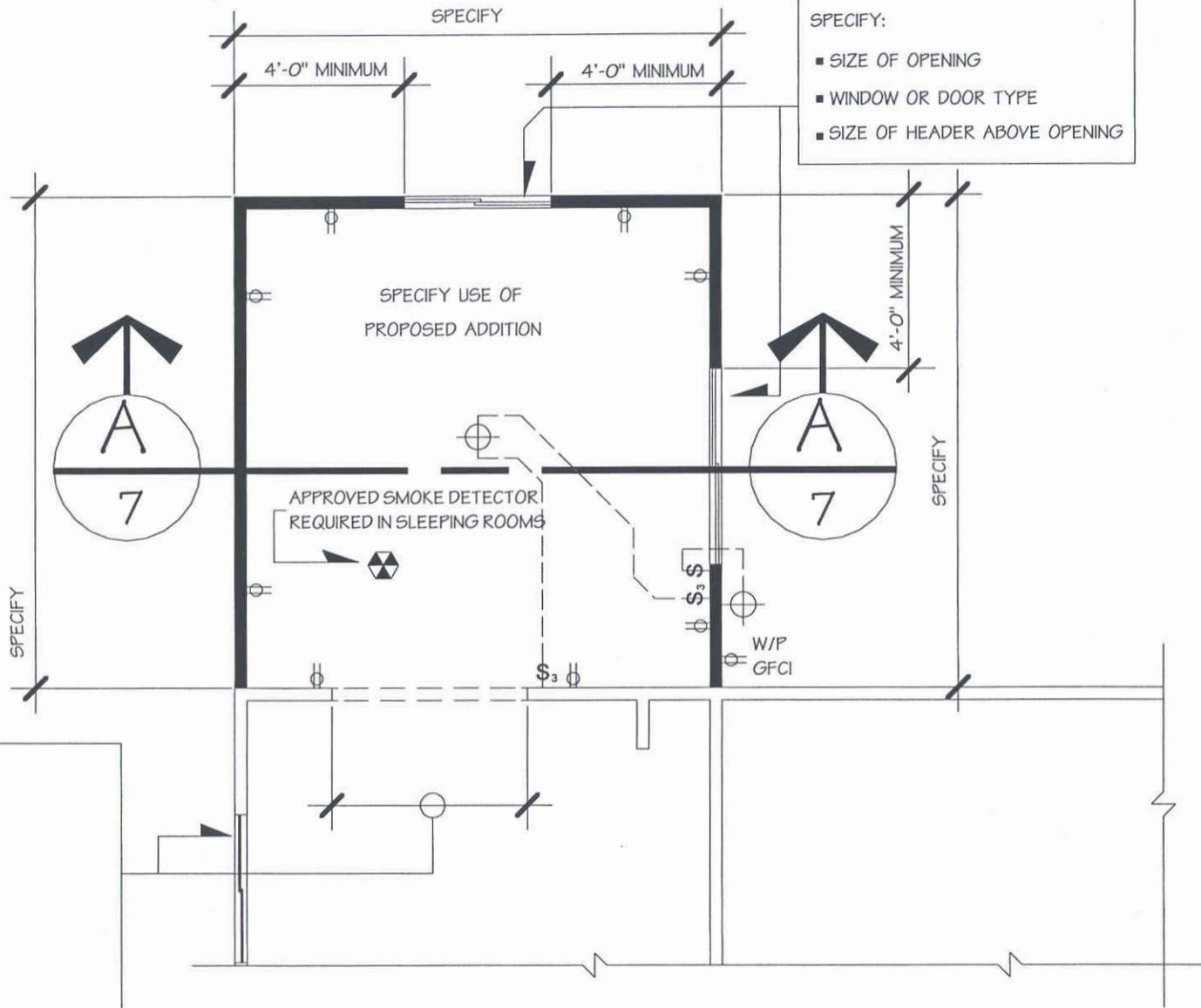


FLOOR SHEATHING  
SPECIFY:  
■ MATERIAL  
■ THICKNESS  
■ PANEL SPAN RATING  
■ NAILING PATTERN

# FOUNDATION PLAN

SPECIFY DRAWING SCALE

PROPOSED WINDOWS & DOORS  
SPECIFY:  
■ SIZE OF OPENING  
■ WINDOW OR DOOR TYPE  
■ SIZE OF HEADER ABOVE OPENING



EXISTING OPENINGS  
SPECIFY:  
■ SIZE OF EACH WINDOW OR DOOR  
IN EACH ROOM ADJACENT TO  
PROPOSED ADDITION  
■ SQUARE FOOTAGE & USE  
OF EACH ROOM ADJACENT TO  
PROPOSED ADDITION

# FLOOR PLAN

SPECIFY DRAWING SCALE

NEW ROOF SHEATHING  
SPECIFY:

- MATERIAL
- THICKNESS
- PANEL SPAN RATING
- NAILING PATTERN

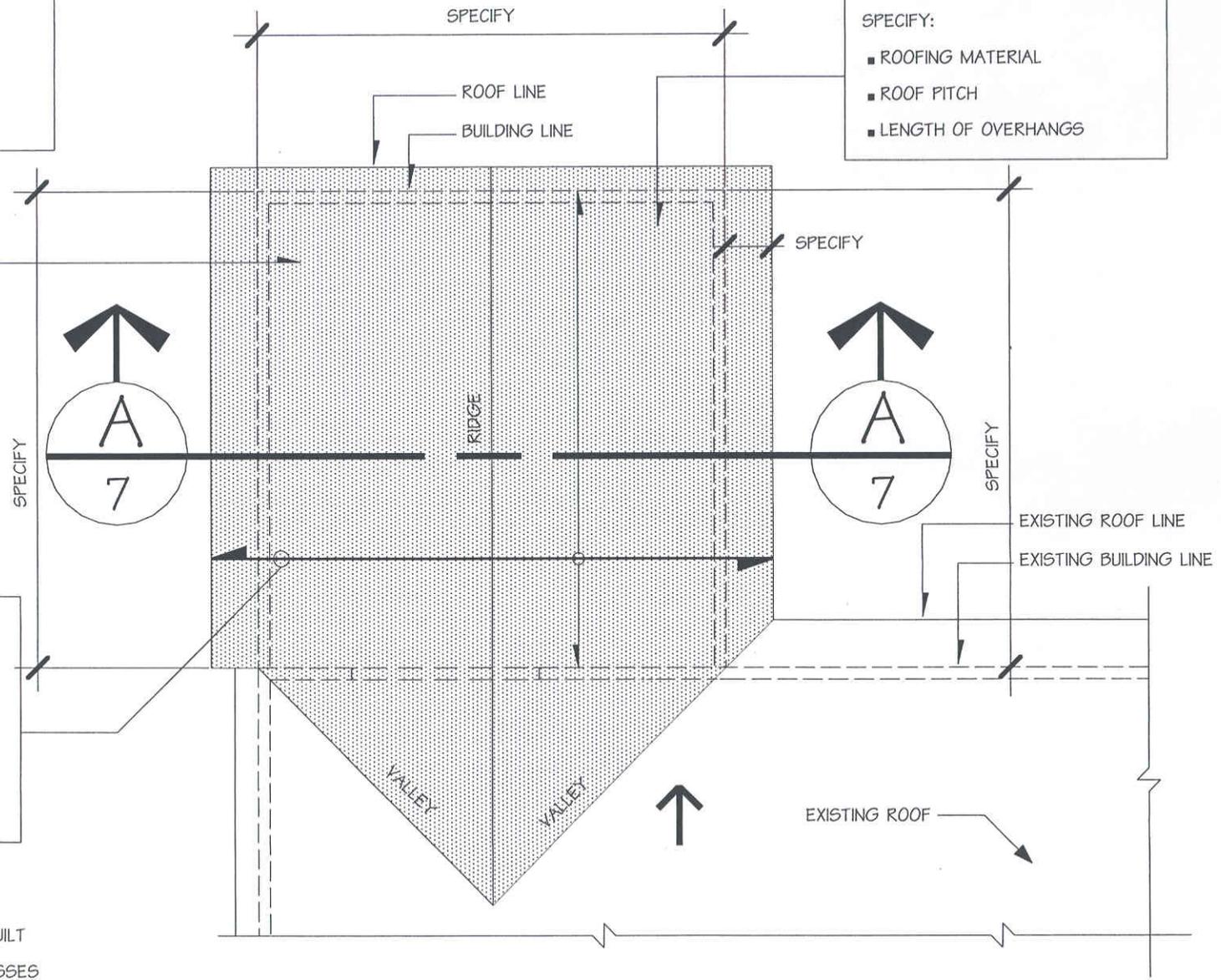
NEW ROOF AREA  
SPECIFY:

- ROOFING MATERIAL
- ROOF PITCH
- LENGTH OF OVERHANGS

PROPOSED ROOF FRAMING  
SPECIFY:

- RAFTER SIZE & SPACING
- RAFTER DIRECTION
- CLNG. JOIST SIZE & SPACING
- CLNG. JOIST DIRECTION
- SIZE OF RIDGE BOARD

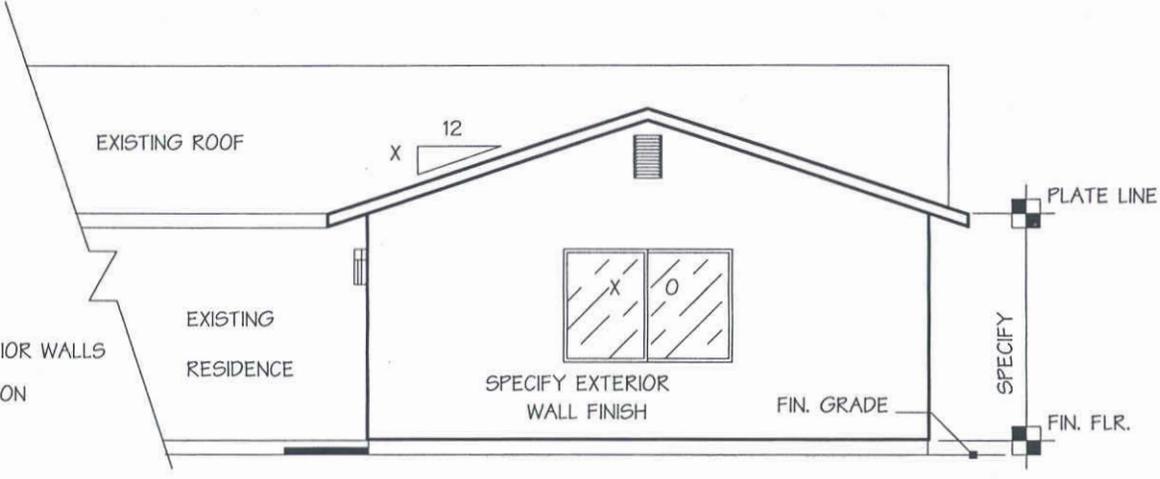
NOTE: TRUSS CALCULATIONS ARE  
REQUIRED FOR FACTORY-BUILT  
PREFABRICATED ROOF TRUSSES



# ROOF PLAN

SPECIFY DRAWING SCALE

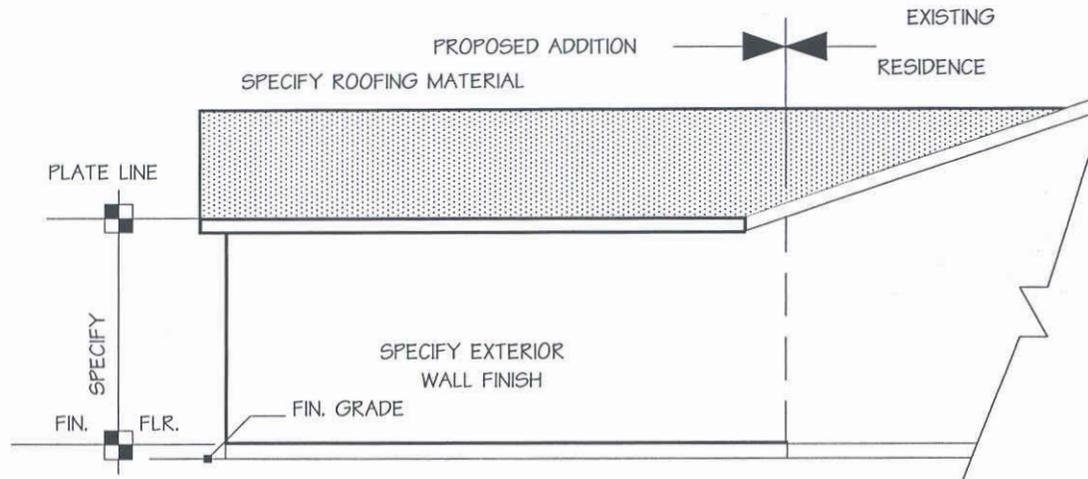
- EXTERIOR ELEVATIONS  
SPECIFY:
- REAR, LEFT and RIGHT SIDE VIEWS
  - DOORS and WINDOWS
  - EXTERIOR WALL FINISH MATERIALS
  - ROOFING MATERIAL
  - ROOF PITCH
  - METHOD OF LATERAL BRACING OF EXTERIOR WALLS
  - FINISHED FLOOR to PLATE LINE DIMENSION
  - LINE OF FINISHED GRADE



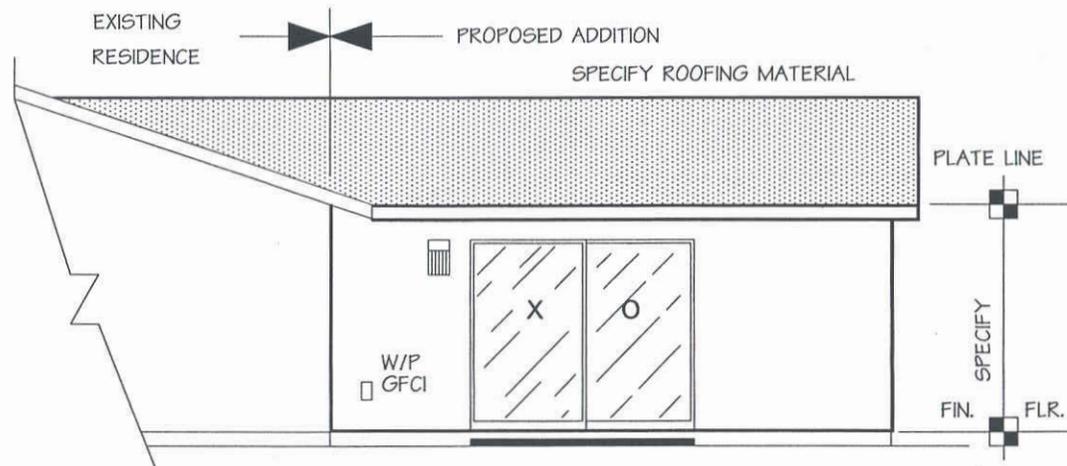
REAR

**EXTERIOR ELEVATION**

SPECIFY DRAWING SCALE



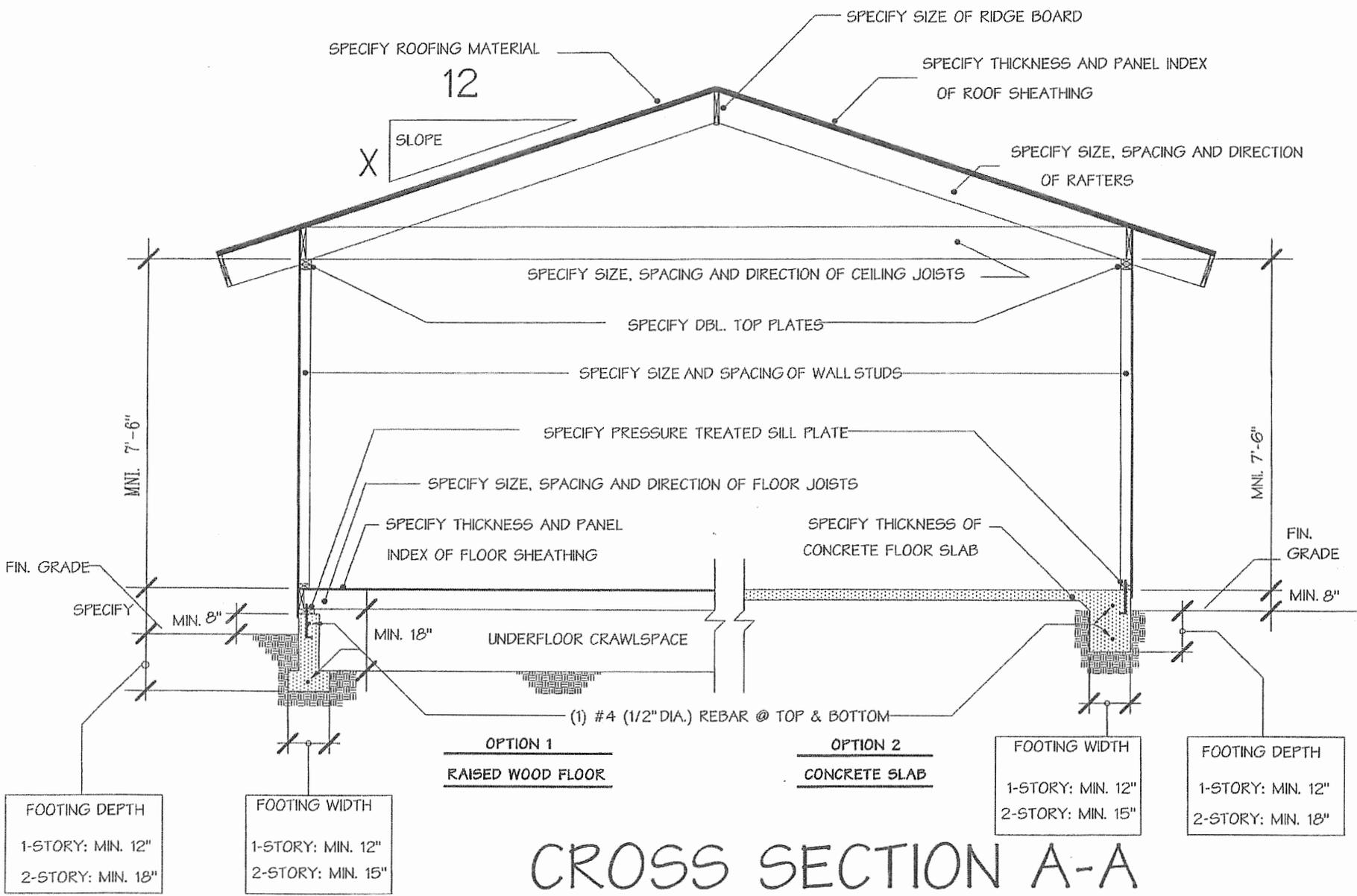
RIGHT SIDE



LEFT SIDE

EXTERIOR ELEVATIONS

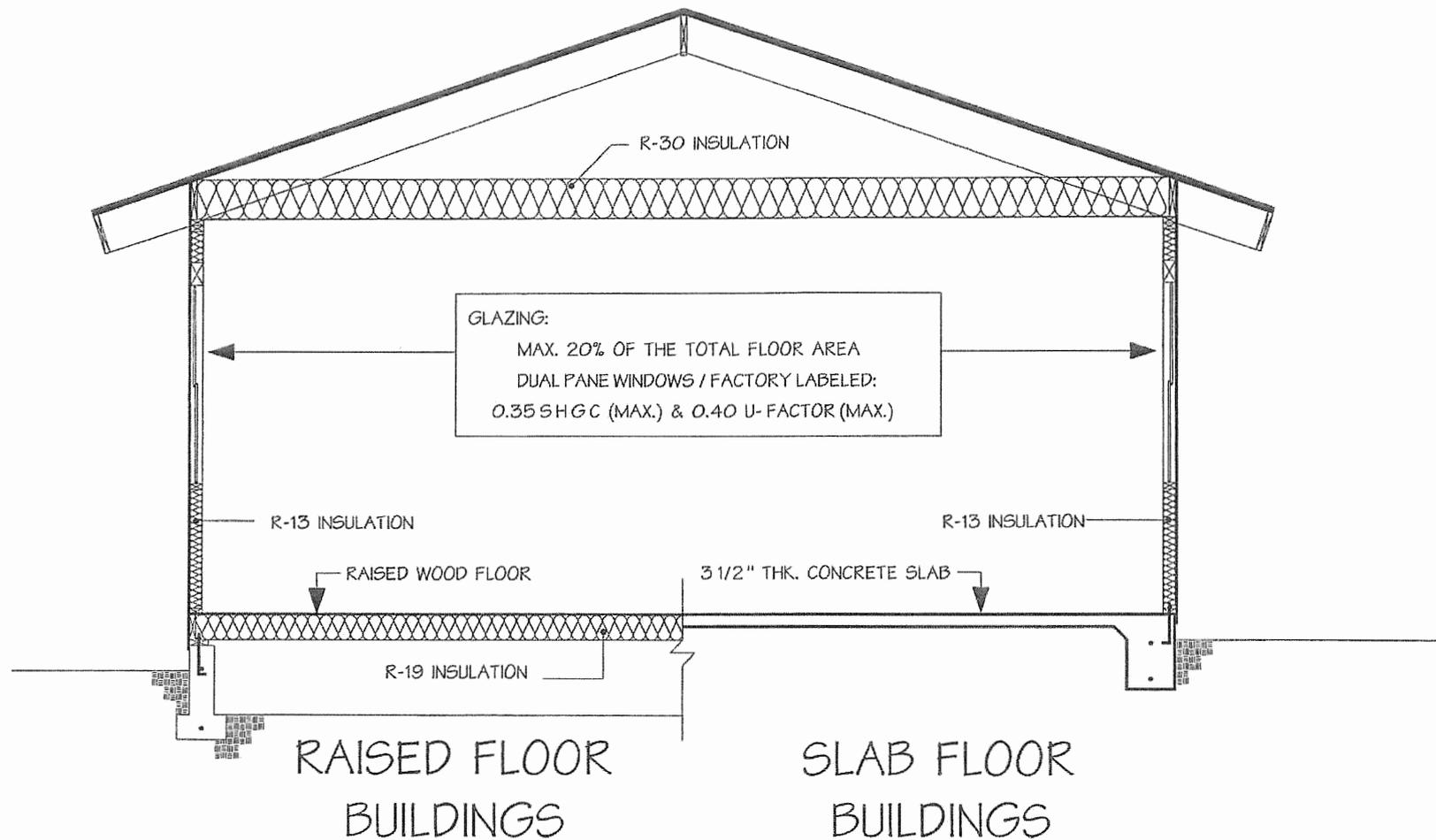
SPECIFY DRAWING SCALE



# CROSS SECTION A-A

SPECIFY DRAWING SCALE

NOTE: MANDATORY FEATURES AND DEVICES SHALL BE INCORPORATED AS PER CALIFORNIA ENERGY COMMISSION FORM MF-1R FOR ROOM ADDITIONS.



# MINIMUM RESIDENTIAL ENERGY CONSERVATION REQUIREMENTS