



# CITY of CLOVIS

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## BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### **NEW SINGLE FAMILY RESIDENCES/ACCESSORY DWELLING UNITS**

***Minimum Submittal Requirements***

All construction requirements are based on the California Code of Regulations (CCR) Title 24:

**2019 California Residential Code,**

**2019 California Electrical Code,**

**2019 California Mechanical Code,**

**2019 California Plumbing Code,**

**2019 California Fire Code,**

**2019 California Building Code,**

**2019 California Green Building Code,**

**2019 California Energy Code,**

**Clovis Municipal Code.**

To process the Building Application, one complete set of plans shall be submitted, including a City of Clovis plot plan and a completed permit application. Plans shall be drawn to scale, be on substantial paper (minimum 18" x 24"), and are required to be ink drawn. All plans prepared by professionals shall bear the seal and wet signature of the professional. No reproductions will be accepted.

#### **Time Limitations and Adopted Codes**

Building permits are valid for 180 days. When an inspection is completed, the time will reset for an additional 180 days. The structure will expire 180 days from the date of issuance or of the last inspection.

#### **Residential Plan Requirements**

1. **PLOT PLAN:** Owner's name and address; site address; Assessor's Parcel Number (APN); contractor's name and address; legal description of the property; lot size; setbacks from property lines; distance between proposed and existing structures; a North arrow and easements. See the attached Plot Plan Instructions.
2. **STRUCTURAL:** If the proposed structure does not meet the minimum prescriptive construction methods from the 2019 CRC. Then provide a set of structural calculations and plans. These plans shall be sealed and wet signed by the professional responsible per the 2019 CBC. Conventional Light Frame Wood Construction Provisions.
  - Wind Exposure 85 V asd, 110 V ult.
  - Seismic Design Category D.
  - Climate Zone 13.
  - Exposure C.
  - Soil 1500psi.
  - Roof Load depends on the type of roof material.
  - Yearly Rain – 3",
  - Wall Load 70lb,
  - Snow Load – 0psi.
  - Ice Barrier Underlayment Required - No

**3. Foundation Plan** -- Scaled 1/4" equals one (1) foot

- Fully dimensioned two-line drawings -- show all foundations, footings, stem walls, piers, interior and exterior, fireplace, columns, braced wall line footings.
- Show crawl space or basement.
- Provide details on the floor slab.
- Provide Cross-sectional Details of the footings, foundation depth, height above grade, anchor bolt size and spacing, and reinforcement.
- Show in-floor heating with details.
- Show under-slab duct runs with material type and installation methods.

**4. Floor Framing Plan:** -- Scaled 1/4" equals one (1) foot

Identify all framing elements, framing connectors, and hardware; provide a manufactured floor truss system or I-joist floor system.

**5. Floor Plan:** -- Each floor, including basements, scaled 1/4" equals one (1) foot.

- Fully dimensioned two-line drawings (show all walls with openings and posts, rooms, halls, stairs, etc. Label all rooms and spaces.
- Show all braced wall lines and panels.
- Door and window locations and sizes.
- Identify the U-value of the proposed glazing.
- Emergency exit windows.
- Show all exterior decks or covered patios.
- Appliance, water heater, wood stove, fireplaces, and cabinet locations identified.
- Show plumbing fixtures.
- Provide manufacturer's specifications and installation guide for furnace, water heater, woodstoves, fireplaces, and decorative appliances.
- Provide a footprint of the existing structure with a detailed floor plan of the adjacent rooms.
- Type and direction of ceiling joists.

**6. Roof Framing Plan:** Scale 1/4" equals one (1) foot.

- Load-bearing beams, door and window header, sizes, and indicate the length of the span.
- Garage headers. Size and span.
- Post locations and supporting beams.
- Rafter sizes, direction, and spacing. Ceiling joists.
- Truss direction and spacing. Provide truss specification and layout.  
The truss calculations and the truss layout shall be signed and sealed by a professional civil or structural engineer.
- Ridge, valleys, and hips size and labeled.
- Show blocking and bracing locations on the plans.
- Show all covered deck and covered patio roof framing.
- Identify roof finish,
- Sheathing and structural connection details.
- Provide HVAC and flashing requirements.

**7. Elevations:** Scale 1/4" equals one (1) foot (front, right and left sides, and rear views).

- Provide four (4) elevations for single-family residents or accessory dwellings. Use North, South, East, and West identifications.
- Type of siding or exterior wall covering. Flashing -- roof to wall.
- Show planters and other building projections.
- Over-hangs dimensioned.
- Provide roof ventilation calculations and area of venting.
- Show chimney location, height above the ridge, and spark arrestor type.
- Show all decks, balconies and porches locations, guardrails, stairs, and landings.
- Footings outlined: Show accurate grade line, show stepped foundation locations.

- Building height dimensioned: show an accurate grade line to determine the actual heights of the building.
- Show the location of doors and windows.

**8. ELECTRICAL:**

- Show all lights locations.
- Show all switch locations.
- Show all receptacle locations.
- Show the size and location of the electrical service.
- Show the grounding electrode type.
- Provide panel Schedule.
- Provide the symbol schedule.
- Smoke alarms and carbon monoxide detector locations.
- Electrical service load calculations may be required to justify the existing service's size that will support the additional Load.

**9. SOLAR (PV) OR SOLAR READY:**

- Provide a one-line diagram.
- Provide electrical calculations supporting conductor ampacity and sizes.
- Show the rating of the overcurrent protection devices.
- Show the location of the rapid shutdowns, AC or DC disconnects, locations of a service point, and utility metering.
- Provide cut sheets or datasheets for each of the system components.

**10. MECHANICAL:**

- Show the location and size of the water heater(s).
- Show furnace and air conditioning unit locations.
- State whether you are tying into the existing system or adding a new system.
- The Certificate of Compliance and Mandatory Measures shall be filled out, signed, and printed on the plans.
- All other applicable worksheets and forms shall be included.

**11. ENERGY:**

- Submit calculations showing compliance with the California Energy Commission Regulations for residential construction or use the prescriptive method for Climate Zone 13.

**12. PLUMBING:**

- Provide a complete plumbing plan.
- Show hot & cold water lines in plan view call out material and size of lines (isometrics recommended).
- Show gas line in plan view show material and size of lines (isometrics recommended).
- Show waste lines call out the material and size of lines (isometrics recommended).
- Show water heater location, vents, and clearances.

**13. FIRE SPRINKLER PLANS (if applicable):**

- Submit two sets of approved fire sprinkler plans (As approved by the City of Clovis Fire Department). Add the sheets to the Index on the cover sheet, and insert the approved sheets into the final plan sets being resubmitted.

**14. CALIFORNIA GREEN BUILDING STANDARDS:**

- The provisions of the CGBS are for newly constructed residential structures and additions and alterations to existing buildings that increase the building's conditioned area, interior volume, or size. The Mandatory Measure in Chapter 4 of the CGBS apply to additions and alterations of residential buildings and specifies that the applicable regulations only apply to the specific area of the addition or alteration. Applicable when the addition or alteration increases a building conditioned Area, Volume, or Size.

**15. SOILS REPORT:**

- Provide a soil report for this project from a licensed professional (When applicable).

**Other Documentation Which May Be Required Depending on the Proposed Scope of Work:**

- 16. WILL SERVE LETTER:** Provide a "Will Serve" letter from an approved Construction debris recycling/waste hauler for this project. This letter is to be provided by & signed by the "Waste/Recycling Hauler" before the issuance of any permit. Or, Provide a construction waste management plan for this project that complies with 1 – 5 of the 2019 Cal. Green Code, sec. 4.408.2
- 17. COPY OF FLOOR PLAN FOR ASSESSOR'S OFFICE:** Provide an additional copy of the Floor Plan (sheet X-#) for the Fresno County Assessor's office, folded to no larger than 8 1/2" X 11". Provide the proper address, APN number, and owner's name in the lower right-hand corner.
- 18. DEMO CERTIFICATE:** Provide a certificate from the San Joaquin Valley Air Pollution Control District for any demolition/renovation work being performed on this project. Additional information may be obtained by contacting the San Joaquin Valley Air Pollution Control district @ 559-230-6000
- 19. SCHOOL FEE:** If the addition is 500 square feet or more, the school district will charge an impact fee. Provide this division with a receipt from the Clovis Unified School District showing that all fees have been paid.
- 20. REGIONAL TRANSPORTATION MANAGEMENT FEE (RTMF) (if applicable):** Provide this division with a Regional Transportation District receipt showing that all fees have been paid.
- 21. WELO PLAN (LANDSCAPING) (if applicable):** If the applicant intends to install a landscaping and irrigation system as part of this project, a plan is required to be submitted for review and approval before the issuance of the Building Permit.

**Recommendation:** Early attention is suggested for the approval process from other city departments such as Planning, Engineering, or other entities or agency such as the San Joaquin Valley Air Pollution central district. These other departments or agencies may have requirements that could significantly affect the final design of the project. Plus, a building permit shall not be issued by the building department until clearance from all other departments & Agencies is obtained.