



City of Villa Park

17855 Santiago Boulevard • Villa Park, California 92861-4187
(714) 998-1500 Facsimile: (714) 998-1508 www.villapark.org

RESIDENTIAL ROOM ADDITIONS/ALTERATIONS SUBMITTAL CHECKLIST

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

1. **Site Plan** - Indicate distances to the property lines.
2. **Foundation Plan & Details** - Indicate footing sizes and reinforcing, attachment of new construction to existing structures, etc.
3. **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.)
4. **Roof Plan** - Indicate roof slopes, ridges, valleys, flashings, overhangs, drainage, etc.
5. **Exterior Elevations** - Indicate finish materials (stucco, sliding, fire treated shakes, etc.), lateral bracing system, (i.e., let-in-braces, shear panels, windows and door openings, plate straps, etc.), and building heights.
6. **Section(s) cut through addition and existing structure** - Indicate a section cut through the addition to show the framing and relationship and attachment to the existing structure.
7. **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.)
8. **Engineer's Structural Calculations** - Two (2) sets 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.
9. **Energy Compliance Forms** - Two (2) sets will be required to indicate compliance with the California Energy Commission's requirements for new residential construction if window area exceeds 16% of floor area.
10. **Lot Analysis Worksheet** - The cover sheet of the drawings shall show the percentage of lot coverage not exceeding the allowable coverage shown on the worksheets for both E-4, and R-1 estates.