



## RESIDENTIAL ADDITIONS AND REMODELS SUBMITTAL CHECKLIST

**APPLICABLE CODES:** 2022 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and SCMC, Title 18  
*The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.*

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This handout describes the minimum submittal requirements for an addition to a single-family residential structure. In certain situations, additional material may be required. All work must meet the minimum requirements of the City of Santa Cruz's Municipal Code, SCMC.

Plans shall be drawn to a scale of ¼ inch per foot or larger and shall be submitted [electronically](#). All plans shall be "wet signed" or electronic signature by the appropriate architect, designer and/ or engineer.

In order to process and expedite your request for a Building Permit, please electronically submit this signed and dated checklist with the applicable items listed below for review.

### **Architectural Drawings including:**

- ☐ Coversheet with Project Information;
  - Descriptive Scope of Work
  - Project Address and Assessor's Parcel Number
  - Building Occupancy Type and Construction Type
  - Indication of Existing/ Proposed/ None Existing Sprinkler System
  - Specification of Applicable Codes
  - Site plan
  - Sheet Index
  - Property Owner/ Designer/ Architect/ Structural Engineer Contact Information
  - Tabulation of Existing/ Proposed New/ Remodeled Construction Area
  - Reference if Project is within Flood Zone or WUI <https://vwgisportal.cityofsantacruz.com/public/>.
- ☐ Existing and Proposed Floor Plan
- ☐ Ceiling Plan
- ☐ Roof Plan
- ☐ Exterior Elevations
- ☐ Cross Sections
- ☐ Details & Notes
- ☐ Demolition Plan
- ☐ Erosion Control Plan

### **Structural Drawings including:**

- ☐ Foundation Plan
- ☐ Floor and Ceiling Framing Plan
- ☐ Roof Framing Plan
- ☐ Pre-Fabricated Roof Truss Shop Drawings
- ☐ Wind and Seismic Lateral Bracing
- ☐ Details and Notes

- ☐ [Special Inspection Agreement Form](#)

**MEP Sheets including:**

- ☐ Mechanical plan with required Title 24 Energy Compliance forms reproduced on full size sheets
- ☐ Electrical plan with required Title 24 Energy Compliance forms reproduced on full size sheets
- ☐ Plumbing Plan
- ☐ GB-1 sheet: CALGreen Mandatory or CALGreen Mandatory plus Tier 1
- ☐ Green Building Special Inspection Agreement form

**Additional Documentation:**

- ☐ Stamped/ Signed Structural Calculations
- ☐ Geotechnical Report (soils report)
- ☐ T-24 Energy Calculations
- ☐ Green Building Checklists [Green Building Program | City of Santa Cruz](#)
- ☐ Planning Entitlement Approval letter reproduced on full size plan sheets (if applicable)
- ☐ Home Owners Association approval letter (if applicable)
- ☐ If adding 500 sq. ft. or more, prior to permit issuance, a School District Impact Fee must be presented from the Santa Cruz County Office of Education. <http://www.santacruzcoe.org> call 831-466-5600 for additional information.
- ☐ Any Construction or renovation to an existing structure whose work area covers 350 square feet or more will require to have the [Energy Efficient Renovation Requirements](#) form completed and included with plan documentation.

**Change to Scope of Work (prior to permit issuance) / Revisions (after permit issuance):**

Should a change to scope of work prior to permit issuance be requested OR once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval. Additional fees will be due for the change and additional review time spent for change to scope of work prior to permit issuance for each revised plan review at time of Revision submittal. Projects with more than one revision may require the submittal of a “record set” (as-built) drawings prior to final inspection. Upload Revisions to [Planreview@santacruzca.gov](mailto:Planreview@santacruzca.gov) and include the [Narrative Description Cover \(CRD\)](#) form.

**To ensure a clear and efficient review process, all revised plan sheets must clearly identify changes made since the previous submittal.**

- Please use conventional delta symbols (clouds and revision triangles) to highlight all areas of the plans that have been modified or added.
- Each revision should be accompanied by a corresponding revision number or symbol in the revision block, indicating the date and a brief description of the change.
- Attach, if possible, a separate revision summary sheet listing the sheet numbers and a concise description of each change proposed in this resubmittal.
- Providing deltas helps clarify the scope of your revisions and facilitates the timely and accurate review of your project in accordance with best practices for plan resubmittals.