



UNDERSTANDING THE PERMIT PROCESS

THE PERMIT PROCESS

Applying for a permit may be simplified by understanding the overall permit application process and what your role and responsibilities are in the process. This document should provide you with a more thorough and complete understanding to move your project expeditiously through the permitting steps, saving time for both you and the Town.

All permit application are submitted though [eTRAKiT \(sanan-trk.aspgov.com/eTRAKiT/\)](http://sanan-trk.aspgov.com/eTRAKiT/), which can be accessed through the Town's web site www.townofsananselmo.org, in the Permit Center. If you are a Homeowner, you can set up an account on your own. If you are a Contractor, please email permits@townofsananselmo.org with your company name, email, phone, business address and CSLB number, and the Town will be able to set up your account. Click "Apply/New Permit," and select the permit type from the drop-down menu. The "Short Description" must clearly and concisely describe all the work included within the scope of this project. If the scope of work is longer than what can be supplied in the application, be sure that your plans include a cohesive "Scope of Work" statement on the cover sheet. The Job Value provided must be an estimate from a licensed contractor, architect, or engineer, based on fair market costs for materials and labor. This is the value of the project, not necessarily the cost to the owner. If the owner is doing the work themselves, the value of the would be the cost that a licensed contractor would charge to do the work. A value perceived as unreasonably low may delay issue of the permit until it can be substantiated. Provide the site address of this project.

If plans or other construction documents have been created for this project please label the documents clearly, and upload to your permit. Please make sure your plan set is uploaded as one complete file. Plans uploaded as individual sheets will not be accepted. Other documents (Engineers Calculations, Soils report, Plan submittal checklist, etc.) should be uploaded as separate files, and clearly labeled with the type of document, and the submittal number (e.g., "Submittal 1 – Plan Set" or "Sub 1 – Calcs").

Provide the contact information, including name, address, phone, email address, (and license number, if applicable) for the applicant, owner, designer, and contractor. If a contractor has not been selected at time of application, this information may be deferred, but must be provided prior to permit issuance.

Submit the permit application and pay the required plan check fee, if applicable, which may be paid over the counter, or by check dropped off in the drop box located outside Town Hall. Once your application is complete, and plan check fees paid, it is routed to the various departments to be reviewed for code compliance. Simple permits may be processed within a few business days, while **larger projects usually take 4 - 6 weeks to be reviewed by all departments so please plan accordingly.** If your project requires a resubmittal, the plan check comments are emailed to the applicant. Please address all correction items identified by the plan reviewers and resubmit your revised plan along with a transmittal letter that identifies on which plan sheet that each change was made, and how each item was corrected. Resubmittal reviews usually take 2 - 3 weeks. Once your permit has been approved by all departments, you will be instructed on how to pay the fees, and on any other steps necessary prior to permit issuance.



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WHEN A PERMIT IS REQUIRED

A building permit is required for all construction, demolition, repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure that is NOT described in the following section.

WHEN A PERMIT IS NOT REQUIRED (CBC Chapter 1, §105, CRC Chapter 1, §R105)

Though all work must comply with the requirements in the [California Building Standards Code](#), it is not necessary to obtain a building permit for construction, either new or replacement, of the following:

- One-story detached accessory buildings used as tool and storage sheds, playhouses, or similar uses, provided the floor area does not exceed 120 sqft or 8 feet in height, when measured to the exterior. In R-1 zoning districts, these accessory buildings may be located within the required side and rear setbacks. **A building permit is required if the structure exceeds 120 sqft or 8' in height (to top of roof), or if the shed will be connected to utilities (heating, lighting, plumbing, etc.).** Accessory structures count towards maximum lot coverage and floor area.
- A fence 7' or less in height. All fences or structures within 20' of the front property line require a separate Fence Permit from the Public Works Department. The fence may not exceed 3' in height.
- Retaining walls, less than 4 feet in height, when measured from the base of the footing to the top of the wall AND supporting only level dirt for approximately 4' behind the wall and 4' in front of the wall.
- Walkways or driveways under 150 square feet, placed on grade. Any project that creates or replaces more than 150 sqft of impervious surface requires a Flatwork permit. If you are creating or replacing more than 500 square feet of impervious surfaces, your project needs to implement bioretention.
- Decks not exceeding 200 square feet in area, that are not more than 30" above grade at any point, that are not attached to a structure or dwelling, **AND** do not serve an exit door.
- Painting, papering, and similar finish work unless it is part of a project that requires a permit.
- A window awning supported by an exterior wall of a single-family residence or garage, and it does not project more than 54 inches.
- Stopping of leaks or clearing of stoppages in plumbing drainpipes, water pipes, or fixtures as long as valves, pipes, or fixtures are not replaced. Valves, pipes, and/or fixtures may be removed and reinstalled but not replaced without a permit.
- Replacement of electrical receptacles, switches, circuit breakers or fixtures as long as no wiring is changed or moved.
- Non-fixed & movable cases, racks, counters, and partitions in non-residential facilities not over 5 feet 9 inches high.

GOVERNING CONSTRUCTION CODES & CRITERIA

- Codes used for the basis for design and construction must be the 2022 editions of the California Building Code, California Residential Code, California Plumbing Code, California Mechanical Code, California Electrical Code, California Green Building Standards Code, California Energy Code, and the San Anselmo Municipal Code.
- Earthquake loading shall be based upon Seismic Design Category D2 unless a Licensed Design Professional (engineer or architect) can demonstrate otherwise.



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- Analysis for wind loads shall be based upon an 85mph wind (3 second gust), Exposure B.

LICENSED DESIGN PROFESSIONAL REQUIRED

A licensed design professional (engineer or architect) is required to prepare design documents unless a designer can verify the construction will conform to all the requirements of California Residential Code §R301. It is the obligation of a designer to show the structure complies with the conventional framing requirements by identifying all the braced walls, showing there are no irregular or offset walls, and showing all construction details. Irregular or non-conforming parts must be designed by a licensed engineer or architect as required by CRC R301.1.3.

PERMIT SUBMITTALS MUST INCLUDE:

- A digital set of the site plan and architectural, structural, electrical, and mechanical drawings (floor plans, sections, details, framing plans, foundation plans, exterior elevation views).
- A digital set of structural calculations and soils report, when requested by the Building Department.
- A digital set of energy compliance calculations if glazing area is increased, floor area added, and for all new buildings. Summary Forms buildings CF-IR, CF-1R ADD or CF-1R ALT and MF-IR and kitchen lighting Table (b) from CF-6R LTG-01 must be reproduced, full size, onto the drawings.
- Complete and upload the Town's [Permit Submittal Checklist](#) for each application that requires plans.

BUILDING DIVISION REQUIREMENTS FOR SUBMITTAL FOR A PERMIT

Drawings must be 11" x 17" or 24" x 36" and all drawings for the project must be the same size. Supporting documents such as calculations and product data may be 8½" x 11". No letter or number may be smaller than 1/8" (12 pt.). All drawings and details must be drawn to scale and the scale listed. Lines must be drawn with a straight edge. Drawings must be numbered sequentially or provide a drawing list on the first sheet.

Every sheet must have a title block with the project address (in a large font), the Assessor's Parcel Number, the owner's name and the name, address, and phone number of the designer within it. On the first sheet, provide a directory of all consultants/designers responsible for parts of the project, including architectural, structural, energy, etc. Include the name, address, and phone number for each. California Business & Professions Code requires the individual responsible for preparing each sheet have their name, address and phone number on each sheet and signed in ink (of a contrasting color). If plans are prepared by a licensed architect or engineer, each sheet must be "wet-stamped" and signed. Indicate on the drawings the specific codes used as the basis for the design. It is not acceptable to state "the latest codes" or "all applicable codes".

COVER SHEET (FIRST SHEET) MUST INCLUDE:

- Clear and concise scope of proposed work statement.
- Flood Zone
- WUI Zone
- Size of the property
- Allowable Floor Area Ratio for the property per San Anselmo municipal Code.



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- Existing and proposed Floor Area Ratio for the property
- Existing and proposed lot coverage for the property
- Code Compliance statement - All plans must have the following printed on the cover sheet: "All Construction, regardless of details on plans, shall comply with either the 2022 California Building Code or 2022 California Residential Code, 2022 California Plumbing Code, 2022 California Mechanical Code, 2022 California Electrical Code, 2022 Green Building Standards Code, 2022 California Energy Code, and the San Anselmo Municipal Code."
- If drawings are not numbered sequentially, provide an index of all drawings.
- If more than one consultant was used, include a list with their responsibility and name, address, email, and phone number.
- Identify the building's Occupancy Group (R3, U, B, M, etc.) as defined in CRC Chapter 1 or CBC Chapter 3.
- Provide the structural design information required by CRC R301 or CBC 1603: floor & roof live loads; basic wind speed & exposure; earthquake design data including seismic design category.
- Any intended deferred submittals, such as Fire Sprinklers, or roof trusses.

SITE PLAN MUST INCLUDE: (Scale: 1" = 10' or 1/8" = 1')

- Outline of lot showing length and direction of all property lines. Include the relevant property setbacks.
- Show all buildings, fences, retaining walls, walkways, and driveways. Clearly indicate the distances from any structure to the property lines. Show all structures presently on the site and those proposed.
- Indicate paving material for the driveway. Indicate if it is existing or new paving.
- A north arrow.
- The edge of street pavement and name of any abutting street. Indicate if a curb and/or sidewalk exists.
- Site drainage.
- Show contour lines for properties steeper than a 1' drop over a 7' horizontal distance. (15% grade)

ARCHITECTURAL AND STRUCTURAL DRAWINGS MUST INCLUDE:

(Scale: Plan views 1/4" = 1'; Elevations & Sections 1/4" = 1' or 1/2" = 1'; Details 1/2" = 1ft. min.)

- Existing floor plans.
- Demolition plans.
- Proposed floor plans.
- Labels identifying use of each room must be on the floor plans. If only a portion of the house is to be remodeled, label all adjacent rooms. Clarify the scope by indicating "no work" in any room where no work is to be performed.
- Appropriate elevations of exterior walls. Not only is this to identify work being done but it is to identify the number of stories, floor and building height.
- Sections through all rooms where work is proposed. Building and room sections should extend from the ground to the roof, so all levels are shown. Ceiling height of rooms should be provided. If ceiling slopes, provide dimensions to show average ceiling height exceeds the required height.
- For pre-manufactured fireplaces, provide brand and ICC listing. Indicate requirement for exterior combustion



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air, glass doors and a spark arrestor. If site-built, provide specific dimensions and materials for the hearth, firebox, and chimney.

- Show handrail and guardrail details. Include height and size of openings for the guardrail.
- Show location of gas and electrical meter and main and subpanels.
- Identify exterior and interior wall finish. Identify where any interior sheetrock is to be installed or replaced.
- Indicate all insulation and R-value.
- Lights, switches, outlets, and smoke detector locations. Indicate type of lights (incandescent or florescent). If not florescent, indicate the type of switch required by the energy code.
- All plumbing fixtures, including water heater location.
- Heating equipment, location, seasonal efficiency rating (AFUE) and type of fuel.
- Reproduce Title 24 summary sheets CF-1R, CF-1R ADD or CF-1R ALT and MF-1R full size onto the plans. If kitchen lighting is altered, provide a completed Table (b) from form CF-6R LTG-01. If commercial, include the envelope (ENV), lighting (LTG) and mechanical (MECH) reports.
- Foundation plans and details. Include anchor bolt details, reinforcing sizes, splice length requirements and rebar cover clearances.
- Framing plans and details. Include connection details with hangers, nail, and bolt requirements.
- Sufficient cross-sections and framing details to show how the structure will be constructed. Framing details should show all structural members and their locations and size. Size, span and spacing of beams, joists, and rafters should be shown. Specify fasteners and metal connectors.
- Roof framing and details.
- Roofing material and underlayment.
- Concrete, wood and other construction material types and specifications.
- If trusses are proposed, this must be identified on the initial design drawings and truss calculations submitted to the Building Official before any framing starts. The truss design and calculations must be approved by the designated licensed design professional before submittal to the town.
- [Special Inspections and Structural Observations](#) – This is the Town’s standardized sheet, which needs to be completed and signed by the Engineer of Record if any special inspections or observations are required for your project. This sheet must be included within your plan set and on the drawing index.
- Framing plans and details. Include connection details with hangers, nail, and bolt requirements.
- Sufficient cross-sections and framing details to show how the structure will be constructed. Framing details should show all structural members and their locations and size. Size, span and spacing of beams, joists, and rafters should be shown. Specify fasteners and metal connectors.
- Roof framing and details.

CERTIFICATE OF OCCUPANCY

California Building Code §111 and California Residential Code §R110 require that no building or structure may be used or occupied until the Building Official has issued a Certificate of Occupancy. This applies to any new building or structure and any building or portion of a building which changes use or Occupancy Classification as defined by CBC Chapter 3 or CRC Chapter 1.



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For every project involving a new building or structure, or a portion of a building which changes use and/or occupancy classification, a note must be on the first sheet that states: "This project requires a Certificate of Occupancy prior to use and occupancy". For the Town to complete the Certificate of Occupancy, the following information must be on the first sheet of the drawings:

1. The address of the project.
2. The name and address of the owner.
3. A description of that portion of the building or structure for which the certificate is to be issued.
4. The edition of the code under which the permit was issued.
5. The use and occupancy as defined in CRC Chapter 1 or CBC Chapter 3.
6. The type of construction as defined CBC Chapter 6.
7. The design occupant load as calculated from CBC Table 1004.1.2.
8. Whether an automatic sprinkler system was (a) installed and (b) required by code.
9. Any special provisions required by the town. (Planning, Public Works or Fire Conditions of Approval)

SPECIAL REQUIREMENTS OF THE TOWN OF SAN ANSELMO (AMENDMENTS TO THE STATE CODES)

- All roofs must be constructed to a Class A assembly.
- All doors used for personnel access must be at least 6' - 8" tall.
- Garage ceilings must be at least 7' high.
- Any areas on the property used for driving or parking must be paved with asphalt or concrete or a material approved in advance by the Public Works Director. (Loose or crushed gravel is not allowed)
- Sprinklers must be installed in all new and substantially improved residential buildings.
- All utilities to new and substantially improved buildings must be placed underground.
- Property lines must be surveyed for all projects that include a new structure and any remodel to a structure located 5' or less to the property line. Additional projects may be required to be surveyed if location is an issue.
- Swimming pools or spa must be protected by the most stringent requirements of CBC 3109 and the California Health & Safety Code 115920. This requires either a barrier totally enclosing the pool or a pool safety cover complying with ASTM F1346 or locking spa cover complying with ASTM ES 13-89. The barrier must be a minimum of 5-foot-tall with openings less than 4" and be "non-climbable": Any gates must swing away from the pool and be self-latching and self-closing. Latch must be at least 60" above grade per the Health & Safety Code. If the house is part of the barrier, latches on the doors providing access to the pool must be at least 54" above the floor or the doors must have alarms complying with UL2017. Enclosures, alarms, or covers must be in place before any water is placed in the pool.
- In commercial or industrial buildings, types NM, NMC, and NMS electric cable or conduit is not allowed.

REVISIONS TO DRAWINGS OR PROJECTS (CRC §R106.4 or CBC §107.4)

Changes are inevitable - either during the review process or during construction, changes may need to be made to the drawings. If a change is desired after a permit is issued, revise the plan set on the exact same sheets as the original permit set. All new changes to the plans must be clouded, and a new date and delta number should be added to title block. Provide a revision transmittal letter that states line item what changes were made, and on



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which sheets the changes appear. Provide revised structural Calcs, Energy Compliance documents; Green Building Compliance documents as necessary to address the revisions. Field Sketches (SK) can be submitted at 8 ½" x 11" with scale and drawing title. All Revised plan sheets and/or SKs must be signed and stamped by a professional (if applicable). Provide all of the information about in an email to permits@townofsananselmo.org, with "Revision to (original permit number, B2022-0XXX)" in the subject line. Lastly, if this revision increases or decreases the job's valuation, please include this information in your email.

ROSS VALLEY SCHOOL DISTRICT REQUIREMENTS

Ross Valley School District requires a fee of \$3.48 per square foot for any residential project that includes an increase of floor area by 500 square feet or more. The Building Division will provide the [School Impact Fee Form](#), but all fees must be paid to the Ross Valley School District. The form must be taken to the School District with a set of plans. Once RVSD receives payment, they will sign the form indicating that the fees have been paid, and the applicant must then return the form to the Building Division prior to issuance of the building permit.

COMMONLY MISSED NON-STRUCTURAL ITEMS

The following are the most common non-structural items overlooked by designers when submitting plans. In order to minimize the delay in plan review on your project, please take the time to check and see that all these items have been covered on your plans prior to submission.

- Building and Planning Departments require site plans show all structures on the property including fences, gates, decks, sheds and retaining walls as well as walkways, driveways, and sidewalks.
- Town Municipal Code requires that address numbers at least 4" tall for residences and 6" tall for commercial buildings must be in place adjacent to the front door. If not clearly visible from the street, additional numbers are required. Residential numbers must be internally illuminated (backlit) or illuminated by an adjacent light controlled by a photocell and switched only by a breaker so it will remain illuminated all night. At the discretion of the Building Official, on a small project they may be placed adjacent to a light or be reflective numbers. If not currently as described, they must be installed as part of this project. Painted numbers on the curb do not comply. Show the location of existing numbers or require their installation.
- California Residential Code requires that for every project that exceeds a value of \$1,000, smoke alarms and carbon monoxide detectors in the house must be brought up to current code. Indicate location of these on the drawings. If existing bedrooms are not shown on drawings, provide a general note indicting alarms and detectors will be added. If smoke alarms and carbon monoxide detectors already comply, note that.
- Provide a detail on the drawings indicating the height of any guards (guardrails) and the maximum dimension of openings. All portions of all decks or walkways that are 30" or more above grade or floor level must have a guard 42" in height. Grade is measured as the lowest level within 5'. Any opening must be less than 4". (CBC 1013) (CRC R312)
- Indicate stairway dimensions on the drawings. Residential stairways must be a minimum of 36" in width with a clear headroom of 6' - 8" measured along a line measured perpendicular to the plane formed by the nose of the risers. Width in non-residential projects is 44" unless occupancy is less than 50 where the stairs may be 36" wide.



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- Indicate rise and run of stairs on the drawings. Residential stairways must have a maximum rise of 7.75" and minimum run of 10". If the tread is less than 11", a nosing projection of .75" minimum to 1.25" maximum must be provided. Non-residential is 7" maximum rise and 11" minimum run. Risers must not have a variation in height greater than 3/8". (CBC 1009) (CRC R311.7.4)
- Provide a handrail detail or a note on the drawings indicating design requirements. Handrails, 1¼" to 2" in diameter, or similar cross-section, must be provided 34"-38" above the nose of the treads for the entire length of stairways. Handrails that project from a wall must have a space of not less than 1½" between the handrail and the wall. Guards on stairs must have openings less than 4.375". (CBC 1012) (CRCR311.7.8)
- Show all new electrical outlets. Electrical receptacles must be installed so that no point along the floor line at the face of the wall is more than 6', measured horizontally, from an outlet. This includes any wall space of 2' or more in length. The addition of a door or relocation of a wall may require the receptacles in the adjacent rooms to be modified to comply with this spacing. (CEC 210.52(A))
- Show locations of kitchen outlets on the drawings. GFCI electrical receptacle outlets must be installed in kitchens on all countertop areas greater than 12" in width such that no location is more than 24" from an outlet. This includes islands and peninsulas. Most commonly missed are the ones within 24" of the end of the counter at the sink and those in the island or peninsula. (CEC 210.52(C))
- Indicate that all electrical receptacles in a dwelling unit must be tamper-resistant. (CEC 406.12)
- Indicate that all branch circuits serving receptacles in family rooms, dining rooms, living rooms, closets, hallways, and similar rooms must have arc-fault circuit-interrupter protection. (CEC 210.12)
- Indicate that all electrical receptacles installed in bathrooms, along kitchen counters, in storage rooms, garages, accessory buildings, or outdoors must have ground fault circuit interrupter protection. (CEC 210.8)
- At least 50% of the wattage of luminaries in kitchens must be high efficacy (florescent). If any lights are not florescent or LED, verify the correct lumens by proving on the drawings a completed Table (b) from Energy Code Compliance Form CF-6R LTG-01.
- Lighting in bathrooms, garages, laundry rooms and utility rooms shall all be high efficacy or controlled by a manual-on/occupancy sensor-off type switch.
- All luminaries in rooms other than kitchen, bathrooms, garage, laundry room or utility room must be high efficacy or controlled by a manually-on/occupant sensor-off type switch or a dimmer.
- Outdoor lighting shall be high efficacy (florescent) or controlled by a photocell/motion sensor combination.
- Toilets must be low-flow type (1.28GPF) and located in a space not less than 30" in width and have a clear space of not less than 24" in front. Indicate dimensions on the drawings. (CPC 402.5)
- Shower heads must be located so that the water spray will not be directed at the stall entrance. Valves must be located so that one does not need to reach into the spray to access the valve. (CPC 408.9)
- A gas-fired furnace or water heater may not be located in a bedroom or bathroom or any room with direct access to those rooms unless the room is separated by a listed, gasketed door assembly with a listed self-closing device. Clearly show the location of the furnace and water heater on the drawings. (CPC 504.1) (CMC 904.1)
- Show the location of the attic access panel. Attic access must be provided, 20" x 30" minimum, in an area where there is at least 30" clearance overhead. If an appliance (water heater or furnace) is located in the attic, access is required to be at least 22" x 30". (CBC 1209.2) (CPC 508.4)



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- Town Municipal Codes requires that roof sheathing must have a radiant barrier unless an energy performance computer analysis shows otherwise. (CEC Table 150.1-A)
- Flood Zone. If the property is near one of the two major creeks in the valley and identified as being in Flood Zone "A" according to the U.S. Department of Housing Flood Insurance Rate Map (FIRM), comply with the requirements of CBC 1403.6, 1612, Appendix G, CRC R322, ASCE 24 and FEMA. An Elevation Certificate is required and to be included full size on the drawings. The Design Flood Elevation (DFE), floor elevation and ground elevation must be shown on the architectural and structural sections that are normally included with a set of plans. This applies to both remodels and new construction of commercial and residential buildings. Only flood resistant materials as defined by FEMA technical Bulletin 2-08 may be installed below the DFE. Complete Sections A, B and D of the Flood Elevation Certificate based upon design drawings in the initial submittal. Add a note on the front sheet that prior to a framing inspection, an updated Flood Elevation Certificate based upon finished construction with Sections A, B, C and D completed must be provided to the town. If a flood barrier is provided at entrances to a commercial building, it may be removable, but it must have neoprene gaskets and a mechanical device to compress the gaskets and make it watertight. Provide a detail of the barrier on the drawings.
- The Town Municipal Code requires that all driveways and areas used for parking must be paved. Gravel or dirt is not acceptable, but the Town prefers porous material such as pavers, turf blocks or similar material. Describe on your drawings the surface material for all areas used for parking and driving vehicles on your property. If not currently paved, the Public Works Director may require it be corrected as part of this project.
- In order to determine grading permit requirements, Public Works requires that you include on the drawings the amount of excavation, material off-haul, material import and total fill on this project. If excavation, off-haul, import or fill equals or exceeds 25 cy, note that a separate Grading Permit is required. If the off haul is equal or greater than 100cy, Planning Commission approval is required as well as a Grading Permit.
- Public Works requires that your site plan show all existing and proposed impervious areas, identify the surface material, and provide the quantity of any changes. Anything greater than 150sqft requires a Flatwork permit.
- Public Works requires that if there is an increase or change in impervious surface area of greater than 500sqft, an engineered storm water/drainage plan must be provided which results in a net zero change in runoff. A runoff analysis needs to be provided by an engineer to substantiate the runoff from the impervious areas (roofs, walkways, patio, driveway, etc.) are all retained and designed to be absorbed at the site and not allowed to run off to the street or neighboring properties. A bioretention system needs to be engineered and details shown. Please review the Town's [Homeowner's Guide to Stormwater Management](#).

COMMONLY MISSED STRUCTURAL ITEMS

- A licensed design professional (engineer or architect) is required to prepare design documents unless a designer can verify the construction will conform to the all the requirements of California Residential Code §R301. It is the obligation of a designer to show the structure complies with the conventional framing requirements by identifying all the braced walls, showing there are no irregular or offset walls, and showing all construction details. Irregular or non-conforming parts must be designed by a licensed engineer or architect as required by CRC R301.1.3.



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- Provide on the first sheet the structural design information required by CBC 1603 or CRC Chapter 3: floor & roof live loads; basic wind speed & exposure; earthquake design data including seismic design category.
- In non-residential work, all framing, except non-loadbearing partitions must be designed by a licensed design professional.
- If a residential structure does not provide braced wall lines conforming to the requirements of CRC R602.10 calculations must be prepared by a licensed engineer or architect and submitted with the drawings. If you are proposing a design that is in conformance with CRC R602.10 provisions, the designer must verify that the building meets the requirements by identifying the braced wall lines.
- Show location of all braced walls. Show the second story braced walls line up with the first story braced walls. Verify residence is a single-story building or show the multi-story building has a cripple wall less than 14" high. Non-licensed individuals may design structures according to the CRC utilizing braced walls. Only a licensed design professional (engineer or architect) may design shear walls.
- Show installation requirements for mudsills and anchor bolts. Mudsills must be attached with 5/8" diameter minimum bolts embedded 7" in concrete with 3" x 3" x 229" plate washers on each bolt. This basically means all anchor bolts must be at least 12" long. Bolts must be placed at 4' OC maximum. (CBC 2308.12.8)
- Provide a detail of the deck or stair ledger. CRC Table R507.2 Note (e) requires ledgers be at least 2 x 8. Decks and stair landings must be attached to the house with a positive lateral anchor as required in CBC 2308.12.7 and CRC R507.3 and bolted per CRC Figure R507.2.1(1). Face nails for ledgers or joist hangers alone are not allowed.
- Provide design width of shear panels on the drawings. Uplift to be restrained by hold-downs due to overturning of shear walls should be based on the actual locations of the hold down devices, not the total width of the shear panel.
- If the party preparing the architectural plans elects to take the structural calculations from the structural consultant and show all the structural requirements on the architectural drawings, the person that prepared the structural design must review the final structural details and requirements to verify they are correct and wet stamp those drawings.
- If the framing does not conform to conventional construction, provide a list of all the Special Inspections required per CBC Chapter 17. Require that the inspection reports be provided to the town and the licensed design professional.
- If the framing does not conform to conventional construction, require that structural observation be performed by the licensed design professional and that a letter is to be provided to the town before a final inspection indicating the observations performed and that the structure conforms to both the code and intent of the design.
- Indicate the Special Inspections required by CBC Chapter 17.
- If concrete is proposed, indicate the minimum reinforcing steel lap length and placement clearances.
- If trusses are proposed, this must be identified on the initial design drawings and truss calculations submitted to the Building Official before any framing starts. A note with this restriction needs to be on the drawings. The truss design and drawings should be submitted by the manufacturer to the licensed design professional. After the licensed design professional approves the calculations and drawings, the material is submitted to the Building Official.