

**SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT**  
**Residential Plan Submittal Checklist**

All plans are required to be signed by the person responsible for their preparation, including energy forms. Plans shall be sealed and signed by architect and/or engineer if applicable. Project address, project data, and work scope shall be on the first sheet of plans.

**Site Plan** (Drawn neatly, to scale, and fully dimension work area no smaller than 1" =20')

- Owner name
- Site Address
- Name/signature of person preparing plans
- Scale indicated
- Show entire property and property lines
- Show defensible space
- North arrow
- Adjacent streets/roads
- Setbacks (distance between all structures, property lines, septic system, etc.)
- Easements (driveway, utility, etc.)
- All structures (indicate size, location, use, existing, proposed)
- Driveway; include width and slope, gates (with setback from road, utilities, PG&E, solar, generator, hydro, wind, other)
- Water wells on and within 100 feet of the property (dimensions to septic and structures)
- Sewage disposal systems (septic tank and leach lines)
- Topographic contours and elevations at building site where grade has been cut or filled
- Drainage and streams, on or within 100 ft. of property and bodies of water on or within 200 ft.
- Fuel tanks (propane, kerosene)
- Nearest fire hydrant, if applicable

**Floor Plan** (Drawn neatly and to scale no smaller than 1/4" = 1')

- North arrow
- Scale indicated
- Show entire structure (label existing and proposed)
- For additions and remodels provide an existing plan prior to the work with dimensions, windows, etc
- Indicate use of all rooms
- Ceiling height, shown on elevations
- Show all interior & exterior walls and indicate whether all interior walls are finished.
- Doors and windows
- Stairways including rise, run and width, handrail, guardrail
- Attic and underfloor access
- Closets, Counters
- Pre-fabricated fireplace or stove meeting EPA Phase II requirements.
- Furnace/HVAC unit, register, and return air location
- Electrical outlets, lights, switches, smoke detectors, electric panels
- Plumbing fixtures (water heaters, toilets, showers, bathtubs, sinks, etc.)

**Floor Plan, con't.** (Drawn neatly and to scale no smaller than 1/4" = 1')

- Combustion air
- Appliances (dishwashers, garbage disposal, clothes washer/dryer, oven, stove top, range, etc.)
- Indicate all kitchens or cooking facilities
- Exterior landings, decks, stairs

**Elevations** (Drawn neatly and to scale no smaller than 1/4" = 1')

- Roof pitch and roofing materials
- Show all sides of subject structure (label existing and proposed, front, rear, etc.)
- Indicate all exterior materials
- Finished first floor elevation and exterior finished grade (show grade slope)
- Eave overhang (include dimension)
- Chimney/flue pipe
- Provide height for each floor and top of ridge from finished grade

**Roof Framing Plan** (Drawn neatly and to scale no smaller than 1/4" = 1')

- Scale indicated, North arrow
- Sheathing thickness, panel span rating, exterior glue, structural grade
- Size, grade, spacing, and layout of all framing members
- Wet stamped and signed manufactured truss plan(s) and layout if applicable
- Detail attic ventilation
- Cool roof and Radiant Barrier as required
- Access location connection from truss to beam or top plate

**Floor Framing Plan** (Drawn neatly and to scale no smaller than 1/4" = 1')

- Scale indicated
- North arrow
- Floor sheathing thickness, panel span rating, structural grade (for non-conventional provisions)
- Size, grade, spacing, and layout of all framing members clearances
- Wet stamped and signed manufactured truss plan(s) and layout, if applicable
- Shear wall or braced wall locations schedule
- Details of all critical connections, components, attachments, anchorage, etc.
- Under floor access and detail

**Foundation Plan** (Drawn neatly and to scale no smaller than 1/4" = 1')

- Scale indicated
- North arrow
- Show perimeter and interior/exterior bearing footings, brace wall footings, slab, piers, vapor barrier, insulation, sand
- Stair foundation(s) and landings
- Fireplace(s) foundation(s)
- Details of each foundation section indicating size, reinforcement, sill plate attachment with anchor bolt size and spacing
- Shear wall(s) and hold-down(s)/bolts, location(s), size, and type
- Flood venting

**Building Cross-Section** (Drawn neatly and to scale no smaller than 1/4" = 1')

- Scale indicated
- Interior and exterior finish materials
- Insulation matching energy requirements
- Ceiling height(s) and floor height
- Roof pitch(s)
- Framing including size, grade, spacing, and layout of all framing members
- Details of all critical connections, components, attachments, anchorage, etc.
- Top of floor elevation above finish grade

**Energy Forms**

- Include signatures and supporting calculations showing compliance to be registered
- Forms signed by the owner and designer
- Forms shall be a permanent part of the plans

**Grading Plan**

- Show all areas of disturbance
- Show depths of cut and fill
- Provide erosion control plan
- Provide wet weather plan October 15 - May 1

- Engineering/Calculations** (2 sets if applicable)

- Wildland Fire Detailing** when required must be fully detailed on the plans

- Green Code Notes** when required

- Soils Report for new buildings** (2 sets or alternate approval for flat lots no basements)