



Plan Review Checklist for Residential Building Permits

SUBMITTAL REQUIREMENTS. The following information is required for staff review of building permits and plans for residential structures and additions that are not subject to a discretionary Planning application. Please review this checklist with City of Concord Planning Division staff to confirm specific requirements and to determine if other information or applications are required. Applicants shall also coordinate with the Building, and Engineering Divisions regarding their requirements based on the project scope.

BUILDING PERMIT PLAN SETS (3 SETS, 11" X 17" size or larger). The following shall comprise the plan set:

TITLE SHEET Including address, assessor's parcel number, project name, zoning, scope of work for the project; and table of contents listing all the plan sheets with content, page numbers, and date prepared.

SITE PLAN (may be included with the title sheet). Drawn at common engineering or architectural scale (such as 1"= 20' or 1/8"=1') with scale noted, a graphic bar scale, and north arrow. The site plan information should be based on a survey prepared by a licensed surveyor and include the following:

- Dimensioned property lines with lengths noted in feet.
- Dimensions of setbacks between existing and proposed building(s) and structures(s) from the property lines, and between other buildings and structures.
- Location and dimensions of all existing and proposed building(s) and structure(s). Differentiate proposed changes with cross-hatching/shading or other notation. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages, carports, and sheds. Label all structures and indicate the structures to remain and the structures to be removed.
- Required setbacks for the applicable zoning district (front, side, rear, and corner side).
- Location of abutting streets. Dimensions and locations of any proposed or existing curb cuts, sidewalks, driveways, and parking areas.
- Dimensions between driveways on subject and adjacent properties.
- Table with the following information:
 - Total lot area in square feet.
 - Total square footage of primary structure and attached garage.
 - Total square footage of existing accessory structures and buildings including: accessory dwelling units, covered porches, sheds, carports, trellises, etc. (Uncovered decks and accessory structures that meet all of the following are not included in this calculation: (a) less than six feet in height; (b) less than 120 square feet in size; (c) are not on a permanent foundation; and (d) do not require a building permit.)
 - Total square footage of proposed additions or alterations.
 - Lot coverage including existing buildings, proposed additions, and accessory structures. Calculation must include eaves/roof overhang. Include square footage and percent lot coverage. (Lot coverage = Existing sq. footage + Proposed sq. footage ÷ Net lot area)

If Applicable

- Location, dimension, and purpose (i.e. water, sewer, access, etc.) of all easements.
- Location of all natural features such as creeks, waterways, ponds, drainage swales, wetlands, etc.

BUILDING ELEVATIONS (Existing and Proposed): Plans shall be drawn at a common architectural scale (such as 1/8" = 1' or 1/4"=1'); dimensioned vertically and horizontally in feet

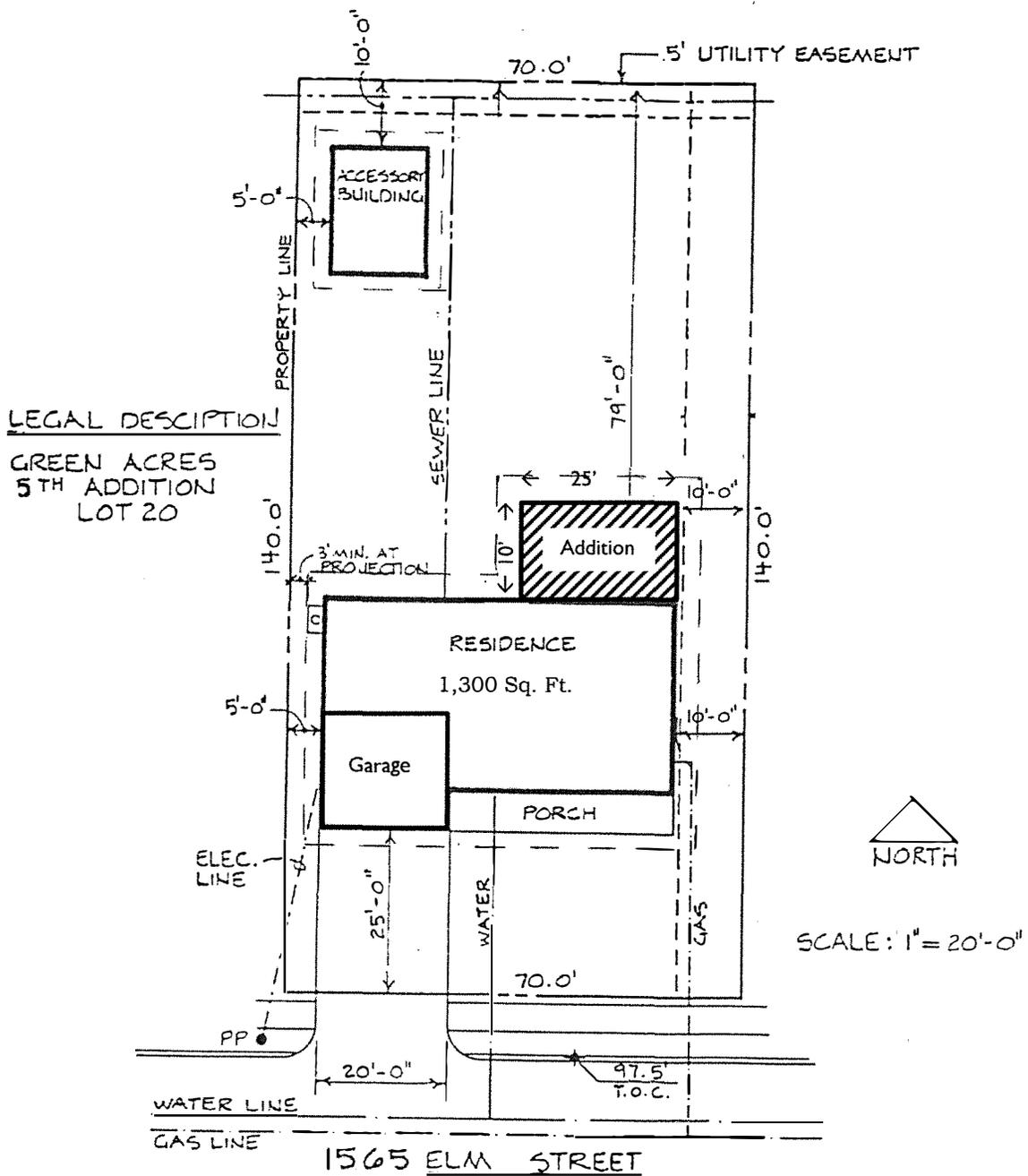
and inches. Elevations shall be labeled and should not include superimposed landscaping and trees that hide the buildings. The plans shall include:

- Fully dimensioned elevations for buildings identifying materials, details, and features.
 - Include all sides of buildings or structures proposed for modification.
 - Vertical distance measured between highest point of roof or parapet wall and the existing finished grade directly beneath; on all elevations.
 - Materials and colors of exterior surfaces and features including siding, window, and door detail, trim, roof materials, wainscoting, etc.
 - Location and type of building mounted exterior lighting. Include a cut sheet of the proposed fixture. All exterior light fixtures shall be Dark-Sky compliant, where all light pollution is directed downwards rather than out towards adjacent properties.
 - Photos showing existing building elevations (as a supplement to building elevations, or in-lieu of drawn elevations, as determined by the plan reviewer.)
- FLOOR PLANS (Existing and Proposed).** Plans shall be drawn by a licensed Architect at 1/8"= 1' or larger scale.
- Label use of rooms, including bedrooms and garage, and show dimensions and size in square feet.
 - Indicate stairways, doorways, windows, closets, patios, porches, decks, etc.
 - Differentiate existing and new features such as doors, walls, and windows on proposed floor plans.
 - Show exterior dimensions of rooms including garages, garage door openings, and attached structures.
- ROOF PLAN.** Plan shall be drawn by a licensed Architect at 1/8"= 1' or larger scale. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, and roof pitch. Plans shall show existing roof forms and roof forms to be added or changed.

Additional information that may be required

- PHOTOS.** Several photos of the project site and adjacent development.
- LANDSCAPE PLANS.** Plans shall be drawn to a common engineering or architectural scale (such as 1"= 20' or 1/8"=1') with scale noted. The plan shall incorporate the proposed Grading and Utility Plan, showing the location of existing and proposed utility lines and utility structures screened back but legible, and shall include the following:
 - Final planting plan and plant list for all trees, shrubs, groundcovers, turf, mulches, and other surfacing materials. The plan shall include a legend showing symbols for all plant materials (and/or materials called out on the plan), with both Latin and common name, including size, spacing, total quantities, ultimate height, and spread of materials. Trees shall be a minimum of 24 gallon size and shrubs a minimum of 5 gallon size. Accent or sub-shrubs may be 1-gallon in size. Larger trees may be required depending on project location, size, or other conditions.
 - If installing between 500 and 2,500 square feet of landscaping, the project must comply with applicable requirements of the [State Model Water Efficient Landscape Ordinance](#).
- FENCE PLAN.** Drawn at 1"=20' scale showing the location, height and type of all fences and walls.
- LIGHTING PLAN.** Location and type of exterior lighting, both fixed to the building and freestanding, any and all lights for circulation, security, landscaping, building accent or other purpose. Lighting specification sheets to be provided by applicant.
- OTHER.** _____

EXAMPLE SITE PLAN DIAGRAM



Project Characteristics	
Total lot area	9,900 sq. ft.
Existing residence	1,300 sq. ft.
Existing garage	400 sq. ft.
Existing accessory building	200 sq. ft.
Proposed addition	250 sq. ft.
Roof overhang area (including front porch)	420 sq. ft.
Total lot coverage	2,610 sq. ft.
Lot Coverage (30% maximum)	26.4%