

TUSTIN...



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Revised August 2013

USER GUIDE FOR THE INSTALLATION OF RESIDENTIAL ROOM ADDITIONS OR ALTERATIONS

PURPOSE

This guide describes the City of Tustin's requirements for residential room additions or alterations. This guide is designed to help you anticipate any procedures you may have to follow when you want to build a room addition or alter existing residential property.

GENERAL:

Contact the Building Division if you need information on building, plumbing, electrical and mechanical codes, fees and permit forms. Contact the Planning Division for information concerning setbacks and lot coverage requirements for your neighborhood. Design Review or a public hearing may be required prior to permit issuance.

I. PERMITS REQUIRED

Building permits are required for any construction, alteration, improvements, repair or demolition of any structure except as follows:

- a. Construction of planter boxes less than 24 inches in height.
- b. Fences, block/brick walls, wood, or iron walls not exceeding 3 feet in height.
- c. Open or unroofed concrete patio slabs, driveways and wood decks provided that the platforms and walks are not more than 30 inches above grade and not over any basement or story below.
- d. Painting, papering and similar finish work.
- e. Unless otherwise exempted, separate plumbing, electrical, and mechanical permits shall be required for the above exempted items as applicable.

Permits are not required for the repair of plumbing leaks, replacement of faucets, replacement of lighting fixtures or outlets and low voltage yard lighting.

Exemption from the permit requirements of this Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or any other laws or ordinances of the City. While permits may not be required for some of the improvements, please check with the Department of Community Development for applicable codes, zoning and setback requirements to ensure compliance.

II. PERMIT APPLICATION

All projects must have a permit application, California law requires that every permit applicant supply specific information and make certain declarations regarding the proposed work. The owner, licensed contractor or their authorized agent can fill out the application. The following describes each section of the Permit Application Form:

Project Information: The address, legal description, assessor's parcel number, existing use of the building or property, size, square footage, number of stories and a brief description of work must be supplied.

Applicant: This is the name of the person presenting the application to the department.

Property Owner: The name and address of the property owner or the lessee must be printed.

Contractor: If the permit is being issued to a licensed contractor, their name must appear. If the permit is being issued to an owner/builder, write down "owner/builder".

Workers' Compensation: If either the contractor or the owner will have employees performing part or all of the work for the project, the workers' compensation insurance information must be supplied and a Certificate of Workers' Compensation must be on file with the Building Division.

Owner/Builder Declaration: If the property owner is doing all the construction work or will be hiring workers without employing a licensed contractor, it is an "owner/builder project". It waives licensing requirements for contractors and indicates that the property owner will

be carrying the Workers' Compensation Insurance should any workers be hired. This portion of the form can be signed by the owner, lessee, tenant, architect, engineer, or an agency of any of these.

Construction/Lending Agency: This statement may be filled in by anyone. If the name of the lending agency is now known, the word "unknown" should be written. If there is no lender, the words "no lender", "cash", or "none" should be written.

III. FEES

Charges for plan check fees shall be paid at the time of submittal. Fees are based on a resolution of the City Council and not by contract price. These charges are listed in the Building Division Fee Schedule. Permit fees, additional plan check and other required fees are collected at the time of permit issuance. Separate permits and fees are required for electrical, mechanical, plumbing and grading plan check and permits. School fees are applicable to additions greater than 500 square feet. Contact the Tustin Unified School District for fee information at (714) 730-7301.

IV. SUBMITTAL REQUIREMENTS

Four identical sets of plans must be submitted for plan check. Plans must be clear, legible and drawn to scale. Once the project is completed, the Building Division maintains microfilm copies of the plans, therefore plans shall be drawn clear enough for microfilming. When required, two sets of structural calculations, soils report, energy calculations and/or specifications shall be supplied at the time plans are submitted. Other submittals or approvals that may be required are:

1. Design Review from the Current Planning Division;
2. Clearance from Tustin Unified School District; (contact T.U.S.D. at (714) 730-7301)
3. Approval from Homeowner's Association from your neighborhood.

V. DRAWING REQUIREMENTS

Following information shall be supplied on the drawings:

1. General Notes and Specifications
 - a. Name, address and telephone number of the owner/applicant.
 - b. Name, address and telephone number of the designer, architect and/or engineer.
 - c. Project name and address, legal description and assessor's parcel number.

- d. A list of all the drawings (sheet index).
- e. Area of the construction (building area analysis).
- f. Governing code editions (**Latest edition of CRC, CBC, CMC, CPC, CEC, California Energy Standard, and California Green Building Code**)
- g. Brief description of the project.
- h. Energy notes, security compliance notes, Planning, Engineering and Fire Department's notes when applicable.

2. Plot Plan:

- a. Outline size/shape of property.
- b. Show outline of all existing structures/buildings.
- c. Show location of proposed project/addition.
- d. Show dimensions from property lines to existing and new additions.
- e. Provide north arrow indication.

3. Foundation Plan:

- a. Show outline/footprint of new footings and/or locations of all pad or pier footings.
- b. Show profile of footing – width, depth, shapes.
- c. Show location of grade and distance to any wood members.
- d. Steel reinforcement location and size if any.
- e. Slab thickness and reinforcement – sand base with plastic membrane for expansive soils.
- f. Anchor bolt size and locations along with any other designed foundation hardware.
- g. Notes as to strength of concrete minimum **2500** psi.
- h. Detail of new slab and foundation at connection to existing building.

4. Floor Plan:

- a. Show layout of all rooms existing and new.
- b. Identify all rooms as to use.
- c. Index all existing walls, new and removed walls.
- d. Show existing and proposed windows, doors and skylights.
- e. Draw in locations of existing and proposed electrical outlets, lights, switches and panel circuit panels.
- f. Identify all plumbing fixture locations, identify existing and new.
- g. Identify new mechanical equipment or fixtures.
- h. Show dimensions of all rooms and mention ceiling heights of all new rooms.
- i. Show all doors and window sizes and types.

5. Framing Plans:

- a. Detail typical wall frame section.
- b. Show header size over all openings, windows and doors.

- c. Direction and size of ceiling joists and roof rafters with dimension of spacing and spans of these members.
 - d. Type and index rating of all plywood material.
 - e. Beam sizes and connections or other frame connections.
 - f. Roof frame details and all projections.
 - g. General notes as to wood and nailing/bracing.
 - h. Insulation R-value and locations – drywall – stucco.
 - i. Grade clearance to all wood members and types of wood.
 - j. Structural calculations if applicable or requested.
6. Elevations:
- a. Draw all front, sides and rear elevations that show the new structure.
 - b. Show all windows, doors and landings.
 - c. Mention exterior materials – stucco or wood.
 - d. Notes of colors, trim materials and colors.
 - e. Height of structure at roof ridge, eave, floors and openings.
 - f. Roofing materials and notes.
 - g. Location of shear panels or wall bracing.
7. Cross Sections (if required):
- a. Interior and exterior finishes.
 - b. Size, spacing and type of materials used.
 - c. Insulation type and location.
 - d. Cross reference connections details.
 - e. Height of plates and openings.
8. Roof Plan and Details (if required):
- a. Roof pitch and provisions for drainage.
9. Electrical, Plumbing and Mechanical drawings.
- a. Indicate, existing, relocated, and new fixtures.

Each plan shall show owners name and street address on each sheet of plans and drawings.

The person who draws plans shall sign them. Projects that are not conventionally designed one-story additions will require state licensed architect or engineer to wet sign and stamp all sheets. The stamp shall have the registration number and date of expiration or renewal.

VI. IF PLANS NEED CORRECTIONS

When plans are submitted for plan check, they are reviewed to ensure that they comply with local and state laws. Correction sheets will be given to you if your project requires corrections. When you have made the changes, please bring the original plans, correction sheets and corrected plan when you return to the Building Division for recheck.

VII. RETAIN YOUR PAPERWORK

Your permit copies, receipts, approved plans and Inspection Record Card are important documents, and shall be available at the job site for inspections during construction. When your construction is complete, we recommend that you keep these filed with your property's deed for future reference.

VIII. INSPECTIONS

After you have obtained a permit and have begun work, you or your contractor must request inspections at certain times. Call for inspections one workday in advance. Call the inspection request line at (714) 573-3141 to request inspections. The basic inspections required are:

1. Foundation
2. Frame
3. Electrical
4. Mechanical
5. Plumbing
6. Roof Sheathing
7. Insulation
8. Exterior Finishes
9. Drywall
10. Final

For additional information or staff assistance, we invite you to contact:

City of Tustin
Community Development Department
300 Centennial Way
Tustin, California 92780
(714) 573-3131 or 573-3132

In compliance with Federal regulations, the City of Tustin does not discriminate on the basis of race, color, national origin, age or disability.

Staff is available to answer your questions during office hours between 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

OTHER USER GUIDES AVAILABLE

Signs
Pools and Spas
Residential Room Additions
Temporary Use Permits
Gazebos and Patio Covers
Reroofing
Furnaces
Water Heaters
Wood & Metal Fences
Masonry Fences & Walls
Patio Slabs & Walkways
Built-in Outdoor Barbecues
Suspended Ceilings
Drywall Installation
Commercial Tenant Improvements

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