



# City of East Palo Alto

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## Community & Economic Development Department Building Division

### **RESIDENTIAL REMODEL Plan Submittal Requirements**

#### **GENERAL REQUIREMENTS:**

- Plans drawn or prepared by licensed design professional must be stamped at submittal and wet-signed before the permit can be issued.
- Imprint on plan the Notice of Violation if the permit is to abate a code case.
- Construction Best Management Practices must be imprinted on plan. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.
- Properly complete and submit a C&D Waste Diversion Application. Here is the link to the application: <http://www.ci.east-palo-alto.ca.us/ArchiveCenter/ViewFile/Item/486>
- All aspects of construction must comply with the Environmental Protection Agency Lead Renovation, Repair and Painting Program Rule; 40 CFR, Part 75.
- Please contact the Menlo Park Fire to inquire on their permit requirements prior to submitting to the Building Division. Link to Menlo Park Fire: <https://www.menlofire.org/fireprevention/plan-submittal>

#### **SUBMIT:**

- One (1) properly completed permit application.
- Four (4) sets of building plans (1/4"-1" scale, 11" X 17" size min. 36" X 48" size max.).
- A digital copy of all submitted documents in one (1) PDF
- Two (2) copies of each of the following documents:
  - Equipment Specifications
  - C&D Waste Diversion Application
  - Completed CAL Green Checklist
  - Title 24 Energy Compliance (if applicable)
  - Structural Calculations (if applicable)

#### **PLANS SHALL CONSIST OF:**

- Cover Sheet:**
  - Project address.
  - Square footage of the proposed remodel.
  - Detailed project scope of work.
  - Note on plans: "Project to comply with the 2019 CRC, 2019 CBC, 2019 CEC, 2019 CMC, 2019 CPC, 2019 CA Energy Code, 2019 CA Green Building Standards Code & East Palo Alto Municipal Code."
  - If the project is to clear a code case, please state under scope of work "To Clear Code Case Violations" followed by the detailed scope of work.
  - Location map.
  - Type of construction (V-B).
  - Occupancy classification (R-3).

□ **Floor Plans:**

- Provide an existing floor plan; and a proposed floor plan (clearly show all new work proposed).
- Show location(s) of all new lights and switches.
- Location of proposed water heater
- Clearly show on plan the demolition work proposed.
- Gas schematics (if new gas piping or if installing an instantaneous water heater).
- Clearly distinguish, on plans, between the new and existing work to remain.
- Show location(s) of all new electrical equipment (fans, disconnects etc.).
- Provide a schedule of any doors and windows being replaced.
- Locations of required smoke alarms and carbon monoxide alarms.
- Proposed mechanical work and location(s) (furnace, condensers etc.).

□ **Electrical Requirements:**

- Refer to EPA's Residential Electrical Plan Submittal Requirements for relevant electrical code requirements: <http://www.ci.east-palo-alto.ca.us/ArchiveCenter/ViewFile/Item/493>

□ **Elevation Views:**

- Show exterior finishes proposed (roof, siding, stucco, windows, doors, etc.).

□ **Structural Requirements:**

- Structural plans/analysis by a California licensed design professional is required for the following:
  - ✓ Modifications to structural elements (posts, beams, bearing walls etc.).

□ **Title 24 Energy Compliance:**

- Documentation is required for mechanical and building envelope changes.