



City of Claremont
Building Division

Residential Submittal Checklist

Three (3) complete sets of plans are required, *including but not limited to the following:*

***All plans must be drawn to scale and be fully dimensioned.**

- Address of Subject Property**
- Plot Plan** – Include drainage flow, grade elevations and provide sizes of all structures and setbacks from structures to the property lines.
- Foundation Plan and Foundation Detail** – Indicate size of footings, sill plates, reinforcements, anchor bolts, washers, and slope/grade.
- Floor Plan** – Indicate the new areas, door sizes, window sizes, headers, electrical outlets, light switches, light fixtures, FAU registers and plumbing fixtures. (Existing floor plan to be included)
- Front and Side Elevations** – Include finish materials (stucco, siding, fire treated shakes, etc.); show slope of lot and building height to finished grade.
- Framing Plan** – Show all lumber sizes, ceiling and floor joist schedules, shear wall schedule, wall construction, roof plan and nail schedule.
- Roofing Plan** – Indicate type of roof, pitch, ridges, rafter spans, valleys, hips, flashings, overhangs, drainage and show all lumber sizes.
- Energy Compliance Forms** – Two sets, of Title 24, will be required to indicate compliance with the California Energy Commission regulations. The CF-1R and MF-1R must be reproduced on the plans.
- Structural Calculations** – As required.
- School District Fees/Certificate may be required prior to issuing permit.**
- In Addition:**
 - **Please see the Planning Division for zoning criteria and Construction and Demolition requirement (Waste Management Program).**