



## Residential Plan Submittal Checklist

This checklist delineates the specific requirements of construction documents and should be used by the applicant/designer when developing the required submittal documentation.

Plans shall be drawn to scale, and shall be of sufficient clarity to demonstrate the nature and extent of the proposed work.

Construction documents shall be in conformance with the California Building Standards Code, relevant laws, ordinances, rules, and regulations, and the Town of Truckee Municipal Code (CBC 107.2.1).

Utilize the checklists below to ensure that the submission of plans and documentation are complete, which will result in a more effective plan review and building inspection process. **If the required items listed have not been submitted, the application may be considered incomplete and may be rejected.**

- Each item shall be checked or initialed by the applicant verifying completion.
- Document shall be signed to verify that you have submitted all items listed on this document.

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| <b>Paper Submittal Requirements:</b> <i>submit <b>three (3) sets of plans</b> to the Community Development Department. <b>All documentation provided for all divisions shall agree.</b> Each set, for its respective division, shall include the following pages:</i> |   |
| <input type="checkbox"/>  | <b>Building Division – One (1) complete set</b> of plans stamped and signed by the registered design professional in responsible charge (refer to Page 2: Building Plans Shall Include:).   |
| <input type="checkbox"/>  | <b>Planning Division / Assessors Set – One (1) set</b> of drawings to include: <ul style="list-style-type: none"> <li>• Site plan - see site plan requirements on page 4</li> <li>• Boundary and Topographic Survey Map stamped and signed by the Licensed Surveyor</li> <li>• Floor plans</li> <li>• All exterior elevations</li> <li>• Landscape plan with appropriate water efficient landscape worksheet or forms</li> <li>• Note: Other than the survey map, these plans are not required to be stamped and signed, but must not be altered in any way from the original stamped and signed set.</li> </ul>  |
| <input type="checkbox"/>  | <b>Engineering Division – One (1) set</b> of drawings to include: <ul style="list-style-type: none"> <li>• Site plan showing all required driveway geometry as defined in the Town’s General Design Requirements for Residential Driveways document (<a href="#">link to document</a>) – see site plan requirements on page 4</li> <li>• Erosion prevention plan to include location and sizing calculations for all temporary and permanent BMPs, means of stormwater conveyance from all impervious surfaces to prescribed infiltration areas and armoring at all driplines. See the Town’s Low Impact Development BMP Sheets for more information. (<a href="#">link to document</a>)</li> <li>• Floor plan including roof pitch directions (for additions show existing and proposed)</li> <li>• Note: These plans are not required to be stamped and signed, but must not be altered in any way from the original stamped and signed set.</li> </ul> |

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| <b>Electronic Submittal Requirements:</b>   |
| <ul style="list-style-type: none"> <li>• Compile a complete submittal following the guidelines on this document</li> <li>• Email <a href="mailto:cdd@townoftruckee.com">cdd@townoftruckee.com</a> your submittal package</li> <li>• We do not limit the way in which you can deliver your submittal documentation (i.e. – Attach PDF’s to the email (files MUST be less than 20MB), Dropbox or a Google Drive link).</li> <li>• Each individual document needs to be a separate file titled appropriately.</li> <li>• Note: Only one set of plans and supporting documentation needs to be submitted.</li> <li>• Refer to the Digital Building Plan Submission document for additional information (<a href="#">link to document</a>).</li> </ul> |

**Complete Building Plan Set / Supporting Documents Shall Include – if an item is applicable it must be checked and submitted.**

*(See pages 4 thru 10 of this document to further define the requirements of the requested documents).*

| Supporting Documents   |     |   |
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| Included   | N/A |   |
|  |     | One completed <a href="#">Residential Permit Request Form</a>   |
|  |     | One set of engineering calculations, stamped & signed by architect/engineer (CA licensed) who prepared them. Obtain ground snow load from <a href="#">snowload map</a> . Reference applicable CA codes, laws and the Town of Truckee Municipal Code in the calculations.  |
|  |     | A copy of the easement deed or subdivision report If using an access easement. It is necessary to show that the property owner has legal use of the easement  |
|  |     | A copy of a complete geotechnical report <u>OR</u> if requesting a waiver, as allowed by the Town’s Soils Report Requirements, appropriate supporting documentation as allowed by exemption 1 or 2 of the policy shall be included with design documentation ( <a href="#">link to document</a> ).  |
|  |     | One copy of <u>signed</u> and <u>registered</u> energy documentation (CF1R and MF1R forms) in compliance with current energy standards, on the construction drawings or a separate document   |
|  |     | Completed Town Wildland-Urban Interface (WUI) Fire Area Conformance checklist ( <a href="#">link to document</a> ). If added to the construction drawings is must be an exact, completed copy of our form.  |
|  |     | Water Efficient Landscape Form – visit the Water Efficient Landscape Standards page for the appropriate form ( <a href="#">link to page</a> ).  |
|  |     | Completed CALGreen Residential Mandatory Measures Submittal checklist ( <a href="#">link to document</a> ). If added to the construction drawings is must be an exact, completed copy of our form.  |
|  |     | Statement of special inspections on the plans and one copy of the Special Inspection, Structural Observation and Testing Agreement prepared by the registered design professional in responsible charge ( <a href="#">link to document</a> ) – only if applicable. Otherwise provide a note that no special inspection is required on the cover sheet of the plans. |
|  |     | One copy of stamped/signed metal-plate connected wood truss calculations. Registered design professional in responsible charge shall certify that they have reviewed truss calculations. (May be deferred prior to fabrication and installation of trusses)   |
|  |     | Stormwater Quality Plan ( <a href="#">link to document – click on “Low Impact development Sizing Calculator”</a> )  |
|  |     | Fire sprinkler system documentation and plans for newly constructed residences and/or for additions to already sprinklered buildings. Separate permit shall be submitted, approved and issued prior to requesting rough plumbing inspection on building permit (please note on plans deferred submittal).   |
|  |     | Solar Photovoltaic system documentation and plans. CF1R should indicate the PV system. Separate permit shall be submitted, approved and issued prior to requesting rough electrical inspection on building permit (please note on plans deferred submittal).  |
| Building Plans - Min. sheet size is 11"x17". The most common size is 24"x36" |     |   |
| Included   | N/A |   |
|  |     | Cover sheet   |
|  |     | Boundary and topographic survey map stamped and signed by the Licensed Surveyor   |
|  |     | Site plan. Recommended scale 1/8"=1'-0" or 1"=10'-0"  |
|  |     | Grading plan (if applicable, see section 15.03.160 of the Town Municipal Code on Town website)  |
|  |     | Erosion prevention plan   |
|  |     | Existing/as-built floor plan(s) for each floor – fully dimensioned  |
|  |     | Demolition plan(s) for each floor, if applicable - fully dimensioned  |
|  |     | Proposed floor plan(s) for each floor - fully dimensioned   |

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|  |           | Electrical plan(s) - may be on floor plan(s)  |
|  |           | Four (minimum) exterior elevation drawings  |
|  |           | Foundation plan - fully dimensioned   |
|  |           | Floor framing plan(s) - fully dimensioned   |
|  |           | Roof framing plan(s) - fully dimensioned  |
|  |           | Cross section drawing(s)  |
|  |           | Construction details – keyed and referenced to appropriate location(s)  |
|  |           | Lateral force-resisting system plans (shear plans)  |
|  |           | Incorporation of Wildland-Urban Interface (WUI) Fire Area requirements on plans, including specifications and details demonstrating compliance  |
|  |           | Incorporation of CALGreen requirements on plans, including specifications, details and notations as required by the Town’s Residential Mandatory Measures Submittal Checklist and its associated documentation demonstrating compliance   |
|  |           | Natural gas schematic (may be deferred to gas piping inspection). If propane, the appropriate approvals are required prior to issue of the permit.  |
|  |           | All plans and documents are consistent and agree (i.e. site, architectural, structural, details, etc.)  |
| <b>The plans must be accurate, drawn to scale, and legible or they will not be accepted for plan check review and will be returned to the applicant.</b> |           |   |
| <b>Non-Town Approved Solid Fuel Burning Device(s) – Please check the appropriate box for “yes” or “no”.</b>  |           |   |
| <b>YES</b>   | <b>NO</b> |   |
|  |           | This building permit is for an addition or interior remodel, alterations, or mechanical equipment with a project valuation of \$5,000 or greater. See Woodstove Requirements section below.   |
|  |           | This home was constructed prior to 1994.  |
|  |           | A certificate of compliance, verifying that there are no non-Town approved devices, has not been issued to this property.   |
| <b>Does your project involve tree removal? – Please check the appropriate box for “yes” or “no”.</b>   |           |   |
| <b>YES</b>   | <b>NO</b> |   |
|  |           | If yes, please contact the Department of Forestry and Fire Protection (CALFIRE) <a href="http://www.fire.ca.gov/ForestPractice">www.fire.ca.gov/ForestPractice</a> ; or<br>David Ahmadi – 530-265-4589 EXT. 104 – Truckee/North Tahoe, Sierra County  |
| <b>Is your property on septic? – Please check the appropriate box for “yes” or “no”.</b>   |           |   |
| <b>YES</b>   | <b>NO</b> |   |
|  |           | If yes, Please contact Nevada County Environmental Health Department at (530) 265-1222 x3 or by email at <a href="mailto:env.health@co.nevada.ca.us">env.health@co.nevada.ca.us</a> .<br>They have their own submittal/review process separate from ours and their approval is required prior to permit issuance. |
| <b>All documents submitted for re-check shall also be in conformance with this submittal check list.</b>   |           |   |

The following guideline information shall be used by the designer(s) to determine the applicable requirements that will be included on the plans. Please indicate the sheet (s) number to facilitate review.

| Cover Sheet   | Sheet (s) #  |
|---|--------------|
| <ul style="list-style-type: none"> <li>○ Applicable codes, ordinance, and state laws referenced: 2019 CBC, CRC, CEC, CMC, CPC, CEnC, CFC, CALGreen, and Town of Truckee Municipal Code Reference SB 407 (replacement of noncompliant plumbing fixtures), if applicable.</li> <li>○ Complete description of scope of work.</li> <li>○ Occupancy classification/group(s).</li> <li>○ Type of construction.</li> <li>○ Fire rating of construction.</li> <li>○ Statistical inventory of square footages (living, storage, garage, decks, porches, etc.). Verify existing permitted square footage. Existing plans may be available in Building Public Records (<a href="#">link to page</a>)</li> <li>○ Structural design criteria (ensure they match the structural calculations).</li> <li>○ Sheet index of drawing information.</li> <li>○ Property owner's name(s), address, phone number(s).</li> <li>○ Project name, location, address, assessor's parcel number, subdivision- lot &amp; unit number.</li> <li>○ Deferred submittals: fire sprinklers (separate permit), truss calculations, natural gas schematic, PV system (separate permit).</li> <li>○</li> </ul>   | <p>_____</p> |
| Boundary and Topographic Survey Map(s)  | Sheet (s) #  |
| <p>Boundary and Topographic Survey is required for all new construction</p> <ul style="list-style-type: none"> <li>○ Boundary survey documentation completed, stamped and signed by a professional licensed to perform such services. All property boundary corners are to be identified as either "found" or "set".</li> <li>○ Topographic survey documentation completed, stamped and signed by a professional licensed to perform such services. Contours shall be shown in two foot intervals. Relatively flat parcels may be noted as such.</li> <li>○ Title block, notes and legends of all documentation shall clearly delineate scope of work performed by licensed professional.</li> <li>○ If work is minor in nature, a written request for a waiver to boundary and topographic survey documentation may be submitted. The written request shall provide adequate justification for why the building official should waive the survey requirements and shall include a completed and signed copy of the Town's Topographic and Boundary Survey Waiver Request Form for Minor Additions and Alterations (<a href="#">link to document</a>)</li> </ul>  | <p>_____</p> |
| Site Plan (recommended scale, 1"= 10'-0" or 1/8"=1'-0")   | Sheet (s) #  |
| <p>Site plans are required for all new construction, residence additions, conversions, deck additions and/or deck replacement in order to verify compliance with required codes and setbacks and shall include:</p> <ul style="list-style-type: none"> <li>○ Distance, dimensions, and bearings of property lines which bound the site.</li> <li>○ For properties along Donner Lake, the location of the historic high-water mark of Donner Lake (elevation 5,935.8 feet ASL) within the property and within 100 feet of the parcel boundary.</li> <li>○ Location and elevation of 100-year floodplains for Donner Lake, rivers, or streams, within the property and within 100 feet of the parcel boundary.</li> <li>○ Dimensions from property line to setbacks and 100 year floodplains.</li> <li>○ North arrow. Scale of site plan.</li> <li>○ Vicinity map with north arrow showing project location (alternate location on cover sheet).</li> <li>○ Design requirements for residential driveway encroachments, including but not necessarily limited to: widths, radii, grades, side slopes, top of cut slopes, toe of fill slopes and encroachment angles - see driveway design requirements available on Town website</li> </ul> | <p>_____</p> |

[\(link to document\)](#)

- Location, width, and purpose of all easements (access, utility, drainage, and recreational) within the property. (If using an access easement, a copy of the easement deed or subdivision report will be necessary to show that the property owner has legal use of the easement).
- Location and names of streets bordering the site including nearby intersections with full dimensions. The location, width and grade of proposed and existing driveways within the property must be shown on the plans.
- Natural and finished grade elevations in relation to topography of lot and existing and proposed contours of parcel called out at 2-foot intervals. Flat parcels may be noted as such.
- Location and height of cuts and fills. Show top and toe of all slopes. Provide dimensions from top and/or toe of cuts/fills to adjacent property lines.
- Estimate in cubic yards of cut and fill materials (grading plan could be alternate location)
- Direction and method of storm water runoff conveyance from buildings and impervious surfaces to on-site drainage facilities.
- Location and identification of all existing and proposed above ground or underground utilities on site are to be shown.
  - Power
  - Electrical meter (approved by utility company)
  - Water
  - Sewer/Septic
    - Verify correct sewer connection point (maps are available from the Truckee Sanitary District (TSD)).
    - Exterior sewer includes note that “All sewerage work to meet or exceed Truckee Sanitary District Code requirements”.
  - Gas line (propane tank if applicable)
  - Gas meter and regulator (auto impact protection if required)
- For propane gas installations, specify if above ground or below ground tank; show the size and location of the propane tank, the location of the gas regulator, and a stake depicting the centerline of the tank.
- For propane gas tank installations, propane supplier approval and Fire Marshall approval shall be stamped or signed on two site plan drawings or one site plan drawing if an electronic submittal.
- Gas meter and regulator location to have an engineered cover designed for 2 times the snow load. A typical overhang is not adequate.
- When public sewer is not available, the location of septic tank and leach lines including replacement area within the project site shall be shown. Nevada County Environmental Health Department approval is required prior to permit issuance.
- Location, dimension, and type/use of existing buildings adjacent to and within 25 feet of the project site, including on adjacent parcels if within 25’. Show both eave and foundation lines.
- Location and height(s) of retaining walls.
- Engineered design for retaining walls > 4’ from bottom of footing to top of wall (Cast in place, masonry, rockery (rip-rap) walls greater than 1 horizontal unit to 1 vertical unit).
- Location and height(s) of all walls and fences with construction details and materials.
- Location and elevation showing where the exterior building wall touches the lowest point of natural grade. Where cantilevered or otherwise supported floor area is proposed or exists, an imaginary vertical line will be extended down to natural grade and will be considered as part of the exterior building wall.
- A statistical inventory including square footage of site, square footage of building(s), decks, garages, storage areas, square footage of site covered by parking spaces, driveways, walkways, and other impervious surfaces, percentage of site covered by buildings and impervious surfaces.

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| <b>In addition to the above site plan requirements the items listed below are to be provided – see supporting document list:</b>  |                    |
| <ul style="list-style-type: none"> <li>○ Geotechnical report is required when structure is placed on fill or on a slope steeper than three horizontal units to one vertical unit.</li> <li>○ Soils report or waiver request (<a href="#">link to soils report requirement document</a>)</li> </ul>  |                    |
| <b>Grading Plan is required for project when:</b><br>Same requirements apply to grading only permit.  | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Cut / fill exceeds 20 cubic yards or disturbing over 500 square feet of area.</li> <li>○ Sites have slope steeper than two horizontal units to one vertical unit (50%).</li> </ul>   | _____              |
| <b>Erosion Prevention Plan (<a href="#">link to Erosion Prevention Standards website page</a>)</b>  | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Erosion Prevention Plan shall be prepared by a certified professional in erosion and sediment control, or a California registered civil engineer, licensed architect or landscape architect competent to do the work, or a Qualified SWPPP Developer.</li> <li>○ Stormwater runoff from impervious surfaces shall be conveyed to an approved infiltration site.</li> <li>○ Show proposed limits of ground disturbance and type of construction barrier to be used in the field. Limit disturbance area where possible.</li> <li>○ Location, size, and containment provisions for concrete washout area.</li> <li>○ A schedule showing timelines within which grading/excavation work will be completed and temporary and permanent erosion control measures will be installed relative to construction progress (not necessarily actual dates, but rather defining when temporary and permanent measures will be installed and/or completed in relation to phase of construction).</li> <li>○ Effective temporary erosion control barriers (to limit erosion from water flow, wind, etc.) such as fiber rolls for disturbed soil areas, including their proposed locations (along/parallel to contours) and a section view showing their correct installation for all areas of soil disturbance.</li> <li>○ Sediment Control Plan shall limit soil migration onto adjacent properties. Silt fences shall have wire backing and metal stakes for winter use and be appropriately detailed for maximum sediment retention. This includes specifying appropriate materials and staking details.</li> <li>○ Documentation to verify permeability of parcel (<i>per NRCS website, Building and Safety Division web soil map, geotechnical report, percolation test, etc.</i>).</li> <li>○ Calculations using the Town’s LIDS calculator or other approved method for sizing of infiltration systems to justify proposed method(s) of retaining and infiltrating the 85<sup>th</sup> percentile 24-hour storm runoff event from newly created impervious surfaces including roofs, driveways and patios. Proposed method(s) may include collector and conveyance systems, dry wells, naturally infiltrating areas or other suitable means which divert stormwater away from the foundation and reduce the possibility of concentrated flows across pervious ground surfaces that would cause erosion and discharge off site. Infiltration measures shall be designed by appropriate individuals as specified at the beginning of this section.</li> <li>○ Provide location(s), sizing requirements and installation details for infiltration method(s). Installation details are not required for naturally infiltrating areas.</li> </ul> | _____              |
| <b>See more information below on the erosion prevention standards in addition to the requirements listed above:</b>   |                    |



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| <ul style="list-style-type: none"> <li>○ Show orientation to true north on plans.</li> <li>○ Dimensions of all walls, partitions, supports, railings or half walls.</li> <li>○ Separate floor plans for each story including lofts, basement, and storage.</li> <li>○ Indicate on plan the use of each area or room.</li> <li>○ Square footage of residence, living area, garage, storage, decks, porches, patios, etc.</li> <li>○ Show all doors and windows. Indicate types, sizes and opening action.</li> <li>○ Location of all partitions, half walls, railings etc.</li> <li>○ Location and size of all permanently installed construction and equipment such as kitchen cabinets, appliances, built-in cabinets, closets, storage, plumbing fixtures, water heater, heating system, etc.</li> <li>○ Location and minimum size of the attic access.</li> <li>○ Indicate locations and identify all fabricated or manufactured wood fire places and stoves. Provide listings and model numbers of appliances and ICC-ES (ICBO) reports. EPA Phase II certification required for solid fuel burning stoves – see woodstove section below.</li> <li>○ Specify on plans which products are required to have safety glazing, window U-value, emergency escape sizes, opening action of all windows, and window fall protection.</li> <li>○ If natural gas is the proposed source of fuel, a gas schematic signed by a licensed plumber with license number on schematic will be required. The schematic must indicate the length of each pipe, the BTU rating of each appliance and the required size of each pipe per UPC along with an engineered meter cover designed for 2 times the snow load. <b>The gas schematic for new residence and duplex construction can be deferred to the framing inspection. All other construction will require the gas schematic before the plans will be accepted for plan check or before a permit is issued if it is an over the counter permit.</b></li> <li>○ If an outdoor open flame device or appliance is proposed, provide applicable notes per the Truckee Fire Protection District Ordinance (<a href="#">link to ordinance</a>).</li> <li>○ Show (key) the location and direction of cross sections on floor plans.</li> <li>○ For Additions/Remodels, clearly distinguish between proposed and existing construction and provide a legend accordingly.</li> </ul> |                    |
| <b>Exterior Elevations (Scale 1/4" = 1'- 0")</b>  | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Separate elevations of front, rear, and both sides, including hidden walls blocked by other portions of building, showing all materials, finishes, siding, exposed foundation walls, rock work, trim, roofing materials, etc.</li> <li>○ Show locations of all chimneys for fireplaces and wood burning appliances. Show required clearances and heights of chimneys and chases. Chimney and vent heights are to comply with Title 15 of the Town Municipal Code.</li> <li>○ Show locations of all gas appliance vents for direct vent appliance on elevations. Vents to be above the anticipated snow depth and comply with clearances to openings. Vent heights are to comply with Title 15 of the Town Municipal Code (all portions of the vent height shall be located above the minimum height as determined by the following: ground snow load (psf) divided by 25 pcf).</li> <li>○ Show required crickets and splitters and provide engineering for their design per TMC 15.03.140.</li> <li>○ Indicate Class A roofing and ice barriers on the plans per TMC 15.03.50 and 15.03.100.</li> <li>○ Show the natural grade.</li> <li>○ Show height of building in feet at the lowest point from natural grade to the highest point of the roofline. Reference Development Code Section 18.30.090.C for building height standards for single-family dwelling on slopes of 10% or greater. Provide an exhibit showing height of each building segment from the lowest point of natural grade, average height of the building segments, and a calculation and dimension of 150% of the average height of the building segments.</li> <li>○ Topographical site plan elevations are to be accurately reflected on elevations for existing and proposed grade conditions. If exterior grade is to be revised, provide both existing (natural) grade line and proposed finished grade line.</li> </ul>  |                    |

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| <ul style="list-style-type: none"> <li>○ Topographical site plan elevations are to be accurately reflected on elevations for all floors. Floor heights are to correspond with site plan bench mark or contour elevations.</li> <li>○ Note on the elevations the following: <u>“All exterior lighting shall be in compliance with Development Code Section 18.30.060. Exterior lights are required to be fully shielded and shall not trespass onto adjacent property or the public right-of-way.”</u></li> </ul>   |                    |
| <b>Framing Plans (Scale 1/4" = 1'- 0" minimum)</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Separate framing plans for all floors and roofs are required.</li> <li>○ Specify grade, species, size and spacing of all framing members, including decking. Note on the plans that composite decking requires an engineering calculation.</li> <li>○ Protection of wood against decay; underfloor clearance.</li> <li>○ Provide alpha and numeric grid lines. Or other method to correlate structural design calculation results and drawings.</li> <li>○ Required connections of each member (i.e. girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.).</li> <li>○ Deck ledger connection detail with flashing applied shingle fashion; lateral ties.</li> <li>○ Exterior beam splices and built-up members such as glulam beams shall be flashed or otherwise protected from moisture. (TMC 15.03.190)</li> <li>○ Engineer's callouts provided in calculations must be specific on plans. <u>All details described in the structural calculations must be shown on the plans.</u> If this is not done, it will require re-submittal of the plans and documents.</li> <li>○ Keying of all details at pertinent locations on plan.</li> <li>○ Location of the attic access.</li> <li>○ Verify architectural and structural details correlate.</li> <li>○ Details for connections to effectively demonstrate structural and code compliance.</li> </ul> | _____              |
| <b>Building Cross Section(s) (Recommended scale 3/8" = 1'- 0" minimum)</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Cross sections are required to demonstrate method(s) of construction. More than one may be required to demonstrate various methods of construction.</li> <li>○ Sections through exterior walls showing all details of construction from footing to highest point of the roof.</li> <li>○ Sections should show framing sizes, connections, and nailing or key details for connections on cross sections.</li> <li>○ Indicate members, materials, finishes, weather proofing, etc.</li> <li>○ Show dimensions for floor and wall heights.</li> <li>○ Indicate roof pitches.</li> <li>○ Identify insulation types and values (verify conformance and agreement with energy documentation).</li> <li>○ Indicate methods of ventilation for roofs/attics and crawl space.</li> <li>○ Indicate garage and dwelling separation requirements.</li> </ul>  | _____              |
| <b>Electrical Plans (Scale 1/4" = 1'- 0")</b>  | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Location of all appliances and electrical equipment on plans, including meter/main panel, sub-panels, switches, outlets, fixtures, exterior outlets/fixtures, smoke detectors, etc. (electrical may be on separate plans or part of floor plans).</li> <li>○</li> <li>○ Service amp size.</li> <li>○ Plans shall represent proper spacing of outlets on plan, not just a general note pertaining to the required spacing.</li> <li>○ Proper location and spacing of electrical outlets in kitchen and bathrooms.</li> <li>○ Electrical plans shall show all required permanently installed fixtures to be high efficacy and vacancy sensors shall be installed to control at least 1 light fixture in bathrooms, garages, utility rooms, and laundry rooms. Locations shall be shown on electrical plan(s) or part of the floor plans.</li> <li>○ Note the requirements for circuit sizing, separate circuits, appliance circuits, arc fault, tamper-resistant receptacles, etc.</li> </ul>   | _____              |

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| <b>Wildland-Urban Interface (WUI) Fire Area Compliance Data</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Applicable to: <ul style="list-style-type: none"> <li>▪ all new buildings, including accessory building &lt;120 s.f. if &lt;30' from applicable building;</li> <li>▪ accessory or agricultural Group U if &lt;50' from applicable building;</li> <li>▪ additions and remodels to buildings originally built under WUI Standards (applications for permits submitted on or after July 1, 2008)</li> </ul> </li> <li>○ Plan documentation shall demonstrate how compliance will be achieved for each of the categories listed.</li> <li>○ Specify building materials to be used, including company name, and complete product description and installation requirements for each component.</li> <li>○ Provide detail(s) and reference(s) to demonstrate systems and methods of construction of the assemblies.</li> <li>○ Test and/or listing data of products to demonstrate compliance with the test standard(s).</li> <li>○ Complete Town of Truckee Wildland-Urban Interface (WUI) Fire Conformance Checklist and incorporate appropriate specifications and requirements on plans(<a href="#">link to document</a>).</li> </ul>  | <hr/>              |
| <b>California Green Building Code</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Complete Town of Truckee Residential Mandatory Measures Submittal Checklist and provide documentation as referenced by the document (<a href="#">link to document</a>)</li> <li>○ Incorporate appropriate specifications and requirements on plans as delineated throughout document.</li> </ul>   | <hr/>              |
| <b>Construction Details</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Shall be drawn to scale 3/8" = 1'- 0" minimum. <b>Recommended 3/4" = 1'- 0" minimum</b></li> <li>○ <u>All callouts and details provided in calculations must be on plans.</u> All details provided in calculations are to be provided on plans and "keyed" to pertinent locations. If a general detail page is provided, key all pertinent details to appropriate location(s) on plans and remove all details which do not pertain to the proposed structure.</li> <li>○ Sections through all stairs, landings, and stairwells, including headroom clearances, rise, run, handrails, landings and picket spacing.</li> <li>○ Guardrail requirements.</li> <li>○ Guards and handrails shall be designed for a single concentrated load of 200 lb. applied in any direction at any point along the top. Guard in-fill components, balusters and panel fillers shall be designed to withstand a horizontally applied normal load of 50 psf. (CRC Table 301.5)</li> <li>○ Detail of unvented roof insulation assembly, including spray foam insulation product identification, R-value per inch, thickness and total R-value required, additional batt insulation, and vapor retarder. Verify compliance with the CF1R.</li> <li>○ Structural cross-section details and engineering for gable end overhang framing.</li> <li>○ California/fill framing details and engineering.</li> <li>○ Structural details and engineering for wood framed snow splitters and chase design.</li> <li>○ Waterproofing details for retaining walls and garage over living space.</li> </ul> | <hr/>              |
| <b>Lateral Force-resisting System Plans</b> (provided on separate sheet(s) or may be incorporated into other plan pages as long as all requirements are communicated clearly)   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Within design calculations, provide a summary diagram of diaphragm locations and sizes. Verify eaves, decks and roof extensions have been considered in lateral design.</li> <li>○ Provide alpha and numeric grid lines; or other method to correlate lateral design calculation results and drawings.</li> <li>○ Provide shear wall schedule.</li> <li>○ Verify schedule provided in calculations and plans agree.</li> <li>○ Verify all required connections of lateral system are defined by some method on plans (per schedule, within details, specific notes, etc.).</li> <li>○ Define shear wall segment lengths and required nailing of shear wall segments.</li> <li>○ Details of lateral/shear connections through to foundation or alternate resisting element.</li> </ul>  | <hr/>              |

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| <ul style="list-style-type: none"> <li>○ Provide detail(s) and keyed reference(s) for typical exterior shear wall construction.</li> <li>○ Provide specific detail(s) and keyed reference(s) for all interior shear wall construction.</li> <li>○ Verify shear transfer detailing and framing conditions as shown agree.</li> <li>○ Define diaphragm nailing requirements for floor and roof diaphragms, including any required drag nailing, blocked diaphragms, etc.</li> <li>○ Define any required drag members and nailing and detail non-typical installations.</li> <li>○ Provide details for any prefabricated shear walls.</li> </ul>   |                    |
| <b>Special Inspections and Tests / Structural Observation</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Plans shall clearly state any requirements for structural observations as may be required by CBC Chapter 17.</li> <li>○ When the proposed design contains elements which require special inspection per CBC Chapter 17, the registered design professional in responsible charge shall provide a statement of special inspections incorporated into the plans, in compliance with Chapter 17 requirements, which shall include the following: <ul style="list-style-type: none"> <li>● The materials, systems, components and work required to have special inspection or testing by the building official or by the registered design professional responsible for each portion of the work.</li> <li>● The type and extent of each special inspection and/or test.</li> <li>● For each type of special inspection, identification as to whether it will be continuous special inspection or periodic special inspection.</li> <li>● Requirements for special inspection or testing of seismic or wind force-resisting system as specified in CBC Chapter 17.</li> </ul> </li> <li>○ All appropriate individuals shall follow the Town’s special inspection policy, outlined in the Special Inspection and Testing Agreement (<a href="#">link to document</a>) <ul style="list-style-type: none"> <li>● Structural specifications and detailing which are subject to special inspection(s) shall clearly designate requirement for inspection.</li> <li>● Design professional in responsible charge shall clearly define scheduling requirements of lateral force-resisting system inspections.</li> <li>● Scheduling provisions shall be provided to accommodate the complete and thorough special inspection process for all work requiring special inspection.</li> <li>● Contractor shall provide “acknowledgement of awareness” regarding special inspection, including the seismic force-resisting system, in compliance with CBC Chapter 17.</li> <li>● Clearly define who will perform special inspections of the lateral resisting system.</li> <li>● Special inspectors shall keep records of inspections and shall furnish inspection reports to the building official and to the registered design professional in responsible charge. (All reporting requirements shall be in compliance with CBC Chapter 17).</li> </ul> </li> </ul> | <hr/>              |
| <b>California Building Energy Efficiency Standards Required Documentation</b>   | <b>Sheet (s) #</b> |
| <ul style="list-style-type: none"> <li>○ Indicate (on the plans) the size, type and efficiency of HVAC system modeled per the energy compliance package.</li> <li>○ Indicate (on the plans) the size, type and efficiency of water heater as required by the energy compliance documentation.</li> <li>○ Indicate (on the plans) the size, type and efficiency of boiler (storage tank if applicable) if radiant heating system modeled per the energy compliance documentation.</li> <li>○ Residential Mandatory Measures Summary (designer to review all applicable measures).</li> </ul>   | <hr/>              |
| <b>In addition to the above energy requirements the items listed below are to be provided – see supporting document list:</b>   |                    |
| <ul style="list-style-type: none"> <li>○ One copy of the Energy Standards compliance documentation, completed per currently approved residential computer compliance programs accepted by the California Energy Commission (see <a href="http://www.energy.ca.gov/title24/2019standards/index.html">http://www.energy.ca.gov/title24/2019standards/index.html</a> for most current versions), or per prescriptive package requirements.</li> </ul>  |                    |

- Certificate of Compliance signed by designer and applicant or agent (signed CF1R forms).
- Provide a copy of the Mandatory Measures Summary and the completed/registered CF1R's. Forms can be incorporated into the construction drawings or a separate document.
  - Register forms through CalCerts, Inc. or CHEERS – HERS Provider:
    - [www.calcerts.com](http://www.calcerts.com)
    - [www.calenergy.org](http://www.calenergy.org)
  - When registering the forms please make sure to select Town of Truckee as the jurisdiction.
- If Quality Insulation Installation (QII) or Quality insulation of Spray Foam Insulation is required, please provide a statement on the cover sheet of the plans.
- Applicant to coordinate with contractor and installer to ensure the CF2R/CF3R forms are being completed (and registered if applicable)
- All forms will be verified by inspector prior to final building inspection.

| Water Efficient Landscape Documents   | Sheet (s) #   |
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| <p>For more information or to download forms, go to <a href="https://www.townoftruckee.com/government/planning/WaterEfficientLandscapeStandards">https://www.townoftruckee.com/government/planning/WaterEfficientLandscapeStandards</a></p> <ul style="list-style-type: none"> <li>○ For projects with no landscaping: <ul style="list-style-type: none"> <li>● Indicate on the site plan: “This project does not include landscaping. I am aware that future landscape installations may be required to comply with the Town of Truckee Water Efficient Landscape Ordinance requirements (Development Code Section 18.40.060).”</li> <li>● Then, submit an owner-signed Water Efficient Landscaping Exemption Form.</li> </ul> </li> <li>○ For projects with less than 500 s.f. of landscaping: <ul style="list-style-type: none"> <li>● Submit a Landscape Plan identifying locations and types of all plantings, turf/lawn, water features, etc.</li> <li>● Note on the plans: “This project includes landscaping less than 500 square feet. I am aware that future landscape installations that may be required to comply with the Town of Truckee Water Efficient Landscape Ordinance requirements (Development Code Section 18.40.060).</li> <li>● Then, submit an owner-signed Water Efficient Landscaping Exemption Form.</li> </ul> </li> <li>○ For projects with 500 s.f. or more of landscaping, but less than 2,500 s.f. of landscaping using the Prescriptive Approach described in Worksheet C: <ul style="list-style-type: none"> <li>● Submit a Landscape Plan identifying locations and types of all plantings, turf/lawn, water features, etc.</li> <li>● Note on the plans: This project will incorporate more than 500 square feet of landscaping but less than 2,500 square feet of landscaping and the prescriptive approach identified in the Water Efficient Landscape Ordinance Worksheet C shall be used.”</li> <li>● Submit Worksheet C for Prescriptive Approach</li> <li>● For projects that do not follow the Prescriptive Approach, follow the Performance Approach outlined under the “Projects with 2,500 s.f. or more of landscaping” bullet point below.</li> </ul> </li> <li>○ For projects with 2,500 s.f. or more of landscaping, the Performance Approach, identified in Development Code Section 18.42.060 (Water Efficient Landscape Standards for Larger Projects), shall be used: <ul style="list-style-type: none"> <li>● Prior to building permit issuance: <ul style="list-style-type: none"> <li>○ Submit a Landscape Plan identifying hydrozones and locations and types of all plantings, turf/lawn, water features, etc.</li> <li>○ Submit an Irrigation Design Plan showing components of irrigation system including location, types, size, including automatic controllers, valves, sprinkler heads, etc.</li> <li>○ Submit a completed Worksheet A (Water Efficient Landscape Worksheet).</li> </ul> </li> <li>● Prior to building permit final: <ul style="list-style-type: none"> <li>○ Submit a completed Worksheet B (Water Efficient Landscape Certificate of Compliance) prior to building permit final.</li> <li>○ Submit an Irrigation Schedule including plant establishment schedules, irrigation run times, intervals, frequency, etc.</li> </ul> </li> </ul> </li> <li>○ Submit a Maintenance Schedule including routine inspections, winterization measures, replenishing mulch, fertilizing, pruning, and weeding.</li> </ul> | <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> |
| Woodstove Requirements  | Sheet (s) #   |
| <ul style="list-style-type: none"> <li>○ Projects proposing installation of woodstoves are required to comply with current Environmental Protection Agency (EPA) requirements for emissions. Reference the following website for a list of approved wood stoves: <a href="https://www.epa.gov/compliance/epa-certified-wood-heater-database">https://www.epa.gov/compliance/epa-certified-wood-heater-database</a></li> <li>○ Submit specifications for all proposed woodstoves.</li> </ul>   |   |

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| <ul style="list-style-type: none"> <li>○ For permits involving an addition or interior remodeling, alterations or mechanical equipment with a project valuation of \$5,000 or greater, the property is required to be in compliance with Chapter 7.06 of the Town of Truckee Municipal Code regulating the removal of non-Town approved solid fuel burning devices. An inspection is required prior to building permit final to verify that the property is compliance. For more information, please visit <a href="https://www.townoftruckee.com/government/community-development/planning-division/air-quality">https://www.townoftruckee.com/government/community-development/planning-division/air-quality</a></li> <li>○ Identify on the floor plans the location and make/model of all existing and proposed woodstoves on the property.</li> <li>○ If the property has existing woodstoves, add the following note to the floor plans:<br/>           “The property has the following existing wood-burning devices.<br/>           A building inspector will complete a woodstove inspection to verify that the property is in compliance prior to building permit final.         <ul style="list-style-type: none"> <li>▪ Location(s): _____</li> <li>▪ Make/model: _____”</li> </ul> </li> <li>○ If the property has no existing woodstoves, add the following note to the floor plans:<br/>           “The property has no existing wood-burning devices. A building inspector will complete a woodstove inspection to verify that the property is in compliance prior to building permit final.”</li> </ul> | <hr/> |
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By reading and completing the check boxes and sheet numbers on pages 2-13 of this submittal checklist form, and signing below, the applicant acknowledges the specific requirements of all plan documentation as listed on this document. If the documentation submitted does not meet the criteria, it may be deemed incomplete and be returned as such prior to completion of plan check. There is the possibility that an incomplete set of plans may not be discovered until it has been in the plan check line for a substantial amount of time. Resubmittal of incomplete documentation will be put at the end of the plan check line.

The initial plan check fee includes an initial review and one resubmittal review. A resubmittal fee (at current rate) will be charged for any additional reviews that are required. Please provide a complete submittal so we can approve your project in a timely manner and not subject you to additional charges.

*I certify that I have read, understand and have submitted plans and information complying with the requirements contained in this checklist. I further understand that the Building Division only spot-checks my plans and building when performing their plan review and inspections.*

*It is my responsibility to comply with these requirements, knowing that the Building Division will not compromise safety or code compliance for any reason.*

Project Address: \_\_\_\_\_ APN: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_