

MONTEREY COUNTY

RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

1441 Schilling Place, South 2nd Floor
Salinas, California 93901-4527

(831)755-4800

www.co.monterey.ca.us/rma



ADDITION TO SINGLE-FAMILY DWELLING BUILDING PERMIT SUBMITTAL REQUIREMENTS

NOTE: A separate Demolition Permit may also be required. See Demolition handout.

GENERAL REQUIREMENTS FOR ALL PERMIT SUBMITTALS FOR ADDITION TO SINGLE FAMILY DWELLINGS

- PLANS ARE REQUIRED TO BE LEGIBLE AND SUBMITTED AS EITHER BLUE PRINT PROCESS OR PHOTOCOPY.
 - PLANS ARE REQUIRED TO BE WET SIGNED & DATED IN INK BY THE PREPARER ON EACH SHEET PRIOR TO ISSUANCE.
 - PLANS SUBMITTALS ARE REQUIRED TO INCLUDE THE SITE ADDRESS (JOB ADDRESS) ON THE FIRST SHEET OF THE PLANS.
 - PLANS ARE REQUIRED TO BE DRAWN TO AN APPROPRIATE SCALE AND SIZE.
 - PLANS THAT REQUIRE CALCULATIONS AND OR SPECIFICATIONS ARE REQUIRED TO BE WET STAMPED AND SIGNED BY A LICENSED PREPARER.
1. **COMPLETE SITE PLANS (10 COPIES)** (Minimum sheet size 18" x 24)
 - Ten (10) copies of a complete site plan are required for a project submittal of this type. The submittal will be forwarded, by the County, to all of the agencies necessary to review your project. **See *Complete Site Plan Handout***.
 2. **COMPLETE SETS OF CONSTRUCTION/BUILDING PLANS (6 COPIES)**
 - Six (6) copies of complete construction drawings and details are required for a project submittal of this type. **See *Complete Set of Building Plans Handout***.
 3. **STRUCTURAL CALCULATIONS (2 SETS)**
 - Structural calculations and specifications are typically necessary for a project submittal of this type. The submittals must be prepared by an authorized person, typically a licensed engineer or architect.
 4. **TITLE 24 ENERGY CALCULATIONS (2 SETS)** (CALIFORNIA TITLE 24, PART 6 – CALIFORNIA ENERGY CODE)
 - Two (2) complete sets of energy calculations and forms are required for a project submittal of this type.
 5. **TRUSS CALCULATIONS (2 SETS)**
 - When trusses are to be used in a project, two (2) complete sets of truss plans and calculations are required. Truss plans and calculations may be submitted as a deferred submittal but before the erection of the trusses. Truss plans to be wet signed by structural engineer of record.
 6. **GEOTECHNICAL REPORT (2 SETS)**
 - Geotechnical Report are required
 7. **SOIL ENGINEER REVIEW LETTER (2)**

THIS DOCUMENT IS INTENDED ONLY AS A GUIDE. SPECIFIC REQUIREMENTS OR DOCUMENTS MAY DIFFER BASED UPON YOUR SPECIFIC APPLICATION AND THE BUILDING CODE.

It is unlawful to alter the substance of any official form or document of Monterey County.