



Department of Building & Safety

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL ALTERATIONS/ADDITIONS

This handout is designed for assistance in Residential Alterations or Additions plan submittal to the Building and Safety Department. Omission of any of the following plan review items shall be deemed an Incomplete Submittal and will not be accepted for plan review.

A Pre-Alteration inspection is required prior to the submission of any plans for plan check. In addition, it is highly recommended that a pre-alteration inspection be obtained before plans are prepared.

Submit four (4) complete sets [(5) complete sets if greater than 250 sq ft] of architectural, electrical and structural plans. Plans shall be identical copies on a minimum 18" x 24" plan size sets or, a maximum 30" X 42" plan size.

CONSTRUCTION PLANS SHALL INCLUDE BUT NOT LIMITED TO:

Cover Sheet:

- ☐ Parcel(s) numbers, Site address, Vicinity map, and a written detailed Scope of Work.
- ☐ Building data: Existing building sq. ft. and new addition sq. ft., construction type(s), use/occupancy as R-3, Building Code data: Current Codes in effect - 2025 CBC, CRC, CalGreen, CEC, CMC, CPC, CFC, CBES, and City of Fontana Codes and Ordinances.
- ☐ Specify if existing building is fire sprinkler protected. (Please see Supplemental information on page 2 for further information regarding fire sprinklers)

Plot Plan: (The cover sheet and plot plan may be combined)

- ☐ Provide North arrow, identification of street frontage; show existing building footprint and room addition location and setbacks to property lines and/or easements.

Floor Plan:

- ☐ Fully dimensioned and to scale (3/16 inch per foot minimum scale) to include first and second floor.
- ☐ Show walls as double lined with references to wall construction details indicating wall heights, framing member sizes, spacing and material type; exterior and interior wall finish, etc.
- ☐ Existing and new door and window locations, sizes and types.
- ☐ Identify all proposed alterations to existing walls, doors and windows regarding removals, replacement and/or relocations; kitchen/bathroom remodeling, etc.

Elevations:

- ☐ Provide side views of the building exterior, showing the new and existing structure's exterior features and elements e.g. fireplaces, roof vents, doors, window etc.

Section Views:

- ☐ Provided section views indicating wall heights, insulation location for walls and roof/ceilings for new conditioned spaces, wall and roof/ceiling finishes, etc.

Plumbing/Mechanical:

- ☐ Points of connection for water/sewer meter locations.
- ☐ Material type & sizes for waste/vent system.
- ☐ HVAC (new or existing) equipment location and BTU input.

Electrical Plan:

- ☐ Existing main service size, location; proposed panel relocation or upgrade.
- ☐ Electrical power and lighting plans, interior fixture schedule.
- ☐ Title 24 Energy electrical requirements including high efficacy fixture types, vacancy sensors, dimmer switching and photo controls.

Structural Plan/Foundation/Framing/Roof Plan & Details:

- ☐ Structural design by a State of California registered Engineer or licensed Architect if the proposed structure does not comply with conventional light wood framing (use 129 MPH Ult., Risk Cat. II, Exp."C" for wind design per Fontana Municipal Code Ch. 5).
- ☐ Foundation elements to include, footing & slab reinforcement; footing and slab details, including base preparation, sand layer(s), moisture barrier; anchor bolt size and spacing, hold down devices, etc.
- ☐ Structural frame plan(s) and key referenced details.
- ☐ Two (2) sets of "wet" stamped/signed Structural Calculations.
- ☐ Two (2) sets of "wet" stamped/signed Roof Truss calculations (if applicable). The Architect or Engineer of record shall first review and stamp the truss layout sheet, indicating the design to be in general conformance with the building design, prior to submittal to the Building and Safety Department for review and approval.

Supplemental Information:

1. Two (2) copies of Geotechnical soil reports for additions where questionable soil characteristic conditions exist due to verifiable data, such as expansive, compressible, shifting soils, or special soil study zone(s).
2. Package "A" prescriptive method Energy Forms, or computerized ENV/PERF (Envelope), MECH (Mechanical) and LTG (Lighting) Energy calculations for new conditioned space; and all required forms copied to the full-size plan sheets.
3. Fees are based on the current City of Fontana annually Adopted Fee Schedule.
4. The contractor must sign the permit application and provide evidence of a current California State Contractors license. All contractor's/sub-contractors must show proof of State and City licenses and shall comply with Sec. 3800 of the Labor Code regarding Workers Compensation.
5. If an owner chooses not to hire a contractor, they must sign the permit application as Owner/Builder and complete the certification form for the owner/builder permit issuance.
6. Grading shall be under separate plan review and permits.
7. Fire Sprinklers: If the existing structure (dwelling) has fire sprinklers, the addition shall also be fire sprinklered. If the existing structure does not have fire sprinklers, but the addition exceeds 50% of the existing floor area, the addition and the existing structure shall be fire sprinklered. Fire sprinkler plans shall be submitted to & approved by the Fire Prevention, Planning, and Inspection section of the Fontana Fire Department (909) 428-8890.
8. School fees may be required. Contact the applicable School District for current fee information.
9. Street dedication and improvements may be required depending on the size of the addition. Contact the Land Development Section of the City of Fontana Engineering Department at (909) 428-8890 for further information.

By signing below, you are acknowledging all items per checklist as referenced above are included in sets of plans proposed for submittal:

Applicant's Signature

Date

Electronic submittals can be made via **Build Fontana** (online portal) at the website here: <https://aca-prod.accela.com/FONTANA/Default.aspx> or by scanning the QR code below:



Questions? Contact the Building & Safety department by calling (909) 350-7640 or email us: Building@fontanaca.gov