



CITY OF CHINO  
Development Services Department  
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## **Room Addition Plan Submittal**

The City of Chino is making available Electronic Plan Review submissions to our customers via our Online Portal. For successful electronic plan submittals, follow Electronic Plan Review – Plans Submittal Standards format requirements below and provide design items 1-10 below. Please visit [cityofchino.org](http://cityofchino.org). to begin plans submittal. If applicable when structural calculations, soil report, and energy calculations are required, separate files submittals shall be provided.

1. **PLOT PLAN:** Drawn to scale with the job address, owner's name, lot size, setbacks of existing buildings, and proposed addition. Show location of sewage disposal system and/or sewer line. Provide North arrow.
2. **FOUNDATION PLAN:** Provide a plan view of the foundation slab and cross sectional footing detail. Indicate anchor bolt size and spacing.
3. **FLOOR PLAN:** Provide a double lined plan view of proposed job and include:
  - a. A footprint of the existing structure with a detailed floor plan of the adjacent rooms.
  - b. Indicate existing square footage and proposed square footage.
  - c. Indicate size and location of all doors, windows, and headers.
  - d. Show the size, spacing, and direction of the ceiling joists.
  - e. Identify all plumbing fixtures, electrical outlets, lights, and switches.
  - f. Specify the size and location of the existing electrical service and indicate if upgrade or relocation is to occur.
  - g. Indicate ceiling, wall, and floor finish materials.
  - h. Identify type of windows (single, dual pane, low e).
4. **ROOF PLAN:** Truss calculations are required for proposed truss roofs. If conventionally framed indicate size, spacing, and direction of rafters. Identify roof finish material and sheathing underlayment.
5. **EXTERIOR ELEVATIONS:** Provide four (4) exterior elevations identified as front, rear, left, and right sides. Show doors, windows, finished floor line, diagonal bracing, exterior finish, and roof pitch.
6. **REQUIRED DETAIL:** Provide a cross section of proposed job. Show foundation, wall studs, ceiling joists, rafters, and roof pitch. Indicate size, spacing, and material proposed. If ceiling is vaulted, show cross section and structural connections.

7. **CARBON DETECTORS:** Carbon monoxide detectors are required immediately outside of each separate bedroom, in each story level of the dwelling, including basements and habitable attic rooms.
8. **SMOKE DETECTORS:** Smoke detectors are required in all sleeping rooms, hallways or areas directly adjacent to sleeping rooms, and at each floor level.
9. **CALIFORNIA GREEN CODE:** The mandatory provisions of Chapter 4 shall apply only to and/or within the specific area of the addition or alteration.
10. **ENERGY:** Include all documentation indicating compliance with Title 24, Part 6 on the plans. Provide wall, ceiling, and raised floor R-values on cross section. Indicate manufacturer's name, model number, and maximum rated bonnet capacity of existing furnace. Provide the manufacturer's specifications on any new HVAC equipment proposed or indicate the duct extensions to the addition. Attach copy of title 24 energy calculations with the plans.
  - a. 5.45.060—Energy Efficiency for Existing Buildings – Energy efficiency upgrades are required when a building permit is issued for any addition or alteration, or when a building permit is issued for any addition or alteration with a project valuation of \$65,000 or more to a residential building.

### **Electronic Plan Review – Plans Submittal Standards**

Your plan review can begin once the following submittal requirements are met.

#### **SUBMITTAL REQUIREMENTS**

Plans can be submitted in two ways.

- Plans can be uploaded on the Online Portal during the application submittal process. <https://aca.cityofchino.org/citizenaccess>
  - Plans can be brought to the city hall building division counter on a USB drive or CD/DVD with files of the project drawings and support documents as follows:
    - Place all files on the root folder; do not use sub-folders. See file naming conventions below.
    - Only files for the current submittal are to be provided. For example, if your project is a resubmittal, do not include files from the original submission.
- Plan drawings shall be uploaded as a single combined multipage file of type "Plans"

Other Supporting Documents shall be uploaded as required for the permit type. This may include a fill uploaded for calculations, a file uploaded for specs, etc., as required for the type of permit.

All files should be PDF or PDF/A - Digital documents should be PDF (portable document format) or PDF/A, compatible with Adobe Acrobat Version 9.0 or higher. Please flatten the drawing layers in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with background and not too light or dark. PDF bookmarks of each sheet are required;

bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements

Unsecured setting - Choose "unsecured" on your security settings so that plan reviewers may mark up the documents or create notes.

Landscape orientation - All "Plan" documents/drawings must uniformly use landscape orientation. Maintain a uniform page position for all files in the submittal.

"Supporting Documents", such as calcs, specs and other reports, which are normally 8 ½" x 11", can be uploaded in portrait orientation.

6x6-inch stamp space on Cover Sheet - Provide a 6 x 6-inch clear space on the cover sheet for jurisdiction approval stamps.

3x3-inch stamp space on each drawing sheet - Provide a 3" x 3" clear space for jurisdiction approval stamp on the lower right quadrant in the same location of the title block.

Scale, legibility and legends - Plans shall be to scale, fully dimensioned, and legible:

- Text prints at minimum 10pt font size - Use a legible font, equivalent or better than Arial, Gill Sans or Tahoma, set at minimum 10pt when printed.

- Use symbols and grayscale, not color - Do not use color to differentiate items on the plans; instead use symbols, hatches, line-type, and line-weights to relay information.

Include a legend that defines all symbols. Plans shall be legible when set to print in Grayscale Index Sheet and Indexed Pages - Provide an Index Sheet that summarizes all the documents in the submittal; Index/bookmark the pages within the PDF. The index should note the unique sheet number, an optional title/description of the sheet is also acceptable.

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