

Residential Additions

Obtaining a Building Permit

1. Building Services permit application requires the following:
 - Complete [the application under forms](#) and sign where applicable (signature must be verified by office personnel). If you are applying as owner-builder, you must be the owner of record and complete part four of the multi part application. If property ownership was recently changed a copy of the grant deed may be required at time of application.
 - When other than the owner or licensed contractor is applying for the permit, the second half of part four of the form must be completed, giving authority to sign as the owner's agent.
 - If the property is within the architecturally controlled area of [El Dorado Hills Community Services District](#) or [Cameron Park Community Services District](#), architectural approval of the plans from the district prior to permit issuance is a requirement. Failure to obtain approval may delay issuance of your permit. Check with your individual association for any restrictions that may affect your construction even though Building Services does not enforce these restrictions.
 - Contractors acting as agent for the owner must have a current active [California state contractors license](#), worker's compensation coverage, and a current [El Dorado County Business License](#).
2. When not served by public water/sewer, you may be required to increase your septic system capacity when adding a bedroom to the dwelling. Contact [Environmental Management](#) for additional information.
3. An Encroachment permit is needed if you are connecting your new driveway to a County-maintained road. See the county [Fire Safe Regulations](#) for driveway information.

Residential Additions Plan Requirements and Guidelines

Note: Please use a scale common to industry practice (1/4 per foot desired). Construction documents shall be dimensioned and drawn upon suitable

material. Electronic media documents are permitted to be submitted when approved by the Building Official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations.

All construction shall comply with [current codes and ordinances](#)

Building Services will not accept an Application for a Residential Building Permit unless the Minimum Criteria listed below are met. Use the following as a guideline for your submittal.

Submit **two complete sets of plans PLUS one additional floor plan** that include the following:

1. Plot Plan (minimum scale 1"=20')

- This plan must show the entire parcel and indicate and identify actual distances from all property lines and/or easements to structures, existing and proposed. Indicate all easements on the plan
- The plot plan shall also indicate distances between structures.
- Locate septic system(s), propane tank(s) and any other buildings.
- Indicate slope of lot.
- Contour lines (@ 1', 2' or 5' vertical increments) must be shown for the building site and/or disturbed area and extend 20 feet beyond or to the property line, whichever is less.
- Similar contour lines must also be shown for the full length of a new driveway, if applicable.
- A profile for any new driveway on site.
- Site Design Measures for [Post Construction Storm Water Requirements](#).
- Any proposed grading is to be delineated in conformance with the [County Design and Improvement Standards Manual](#).
- If the plot plan, drawn as required above, is too large to fit on a 24" x 36" sheet of paper, a [site plan](#) (PDF, 115KB), drawn to a small scale, shall be provided which locates the area covered by the PLOT PLAN on the parcel.

2. **Title Block** giving owner's name and mailing address, job site address, and assessor's parcel number. Include a summary of square footage identifying each proposed occupancy.
3. **Foundation Plan** with details.
4. **Floor Plan** (fully dimensioned) illustrating proposed sizes and uses of rooms. Show braced wall panel locations or engineered shear walls (if applicable).
5. **Floor Framing Plan** with details (include deck framing if applicable).
6. **Roof Framing Plan**. If trusses are to be used, supply two wet-signed copies of engineered design. Trusses must be keyed to Roof Framing Plan. The original building design professional must review and stamp truss specs as being compatible with building design. **Elevations** including front, rear, and both sides.
7. **All Elevations** (applicable elevations of the proposed addition)
8. **Electrical Mechanical Plan**. This may be illustrated on the Floor Plan. Include a gas piping plan (if applicable.) Locate or describe existing and/or new mechanical equipment. (HVAC, water heater, etc.)
9. **California CEC Title 24 Energy Loss Report**. Includes Form CF-1R and "Mandatory Measure Checklist".
10. **Name and wet-signature** (original) of the person responsible for preparing plans. (Plans requiring design by a California-Registered Architect or Engineer must have seal and signature and the license number with current expiration date.)
Please note: one additional floor plan is needed for the county Assessor's Office before permit issuance.

An application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items indicated are received by Building Services. This may affect application fees and codes since the operative date of application will be the date on which a complete application is received.

Check our [plan review guidelines](#) (PDF, 43KB) for more details on the plan check process. The guideline, while not all-inclusive, is intended to help you prepare residential plans that are essentially "complete".