



COUNTY OF SAN BENITO  
RESOURCE MANAGEMENT AGENCY  
PLANNING AND BUILDING INSPECTION SERVICES

2301 Technology Parkway  
Hollister, CA 95023-2513

Phone: (831) 637-5313  
E-mail: [sbcplan@cosb.us](mailto:sbcplan@cosb.us)

## RESIDENTIAL ADDITIONS

### PLAN SUBMITTAL REQUIREMENTS

Please contact the following agencies for specific project information and requirements:

- Planning (831) 637-5313
- Environmental Health Department (831) 636-4035
- Water & Sanitation District (831) 636-4377
- Fire District (831) 636-4325 [Hollister Fire/CAL Fire areas], (831) 726-3130 [Aromas Fire].
- Accela Citizens Portal for electronic permit submittals:  
<https://aca-prod.accela.com/SANBENITO/Default.aspx>

#### SUBMIT:

- One (1) set of building plans submitted electronically.
- One (1) properly completed building permit application submitted electronically.
- One (1) electronic copy of each of the following documents:
  - Structural Calculations
  - Truss Calculations
  - Geotechnical/Soils Report  
(not required for one story, wood framed, and light-steel framing type V construction, and 4,000 sqft or less in area, not located within earthquake fault zones or seismic hazard zones per CBC section 1803.2 exception:2.)
  - C&D Recycling Plan
  - Energy Compliance Report

#### PLANS SHALL CONSIST OF:

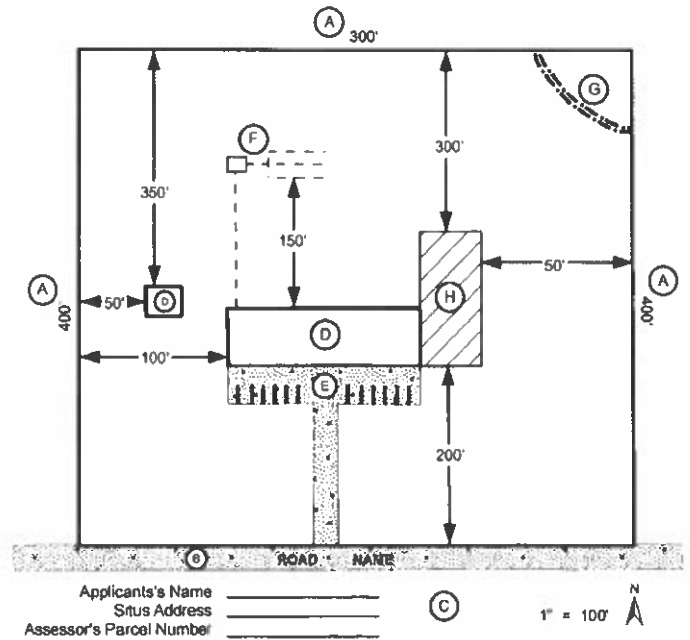
##### Y Cover Sheet Showing:

- Project address, owner, contractor, APN, Scope, and contact info
- Flood zone (Visit FEMA website: <http://msc.fema.gov/portals/>)
- Square footage of all proposed structure(s).
- Building fire sprinkler system if required (deferred submittal).
- Note on plan: Project to comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, and San Benito County Code.
- Location map.
- Type of construction.
- Occupancy classification(s).

**PLOT PLAN INFORMATION:**

- Parcel shape and dimensions.
- Adjacent streets/roads.
- Location and uses of existing building(s) and proposed addition
- Distances from proposed addition to existing buildings and property lines.
- North arrow and Scale.
- Location of all underground or overhead utilities and size of sewer, and easements.
- Project data table showing new & existing use, occupancy, area, stories, height, sprinklers, etc.
- Existing and proposed septic system and wells including distances from structures.

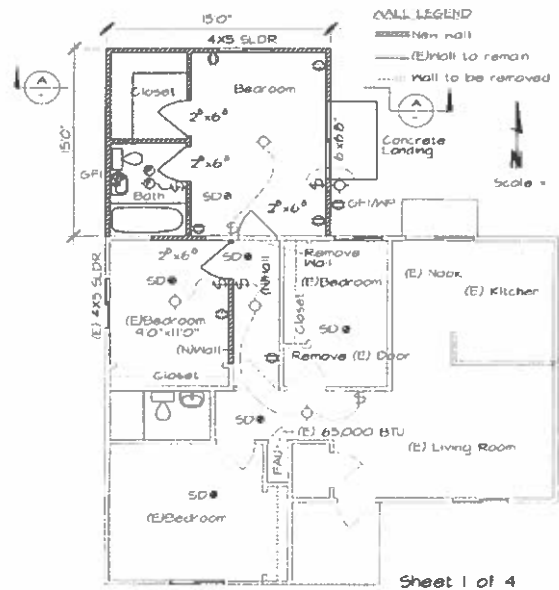
**EXAMPLE PLOT PLAN**



## EXAMPLE FLOOR PLAN

### FLOOR PLAN INFORMATION:

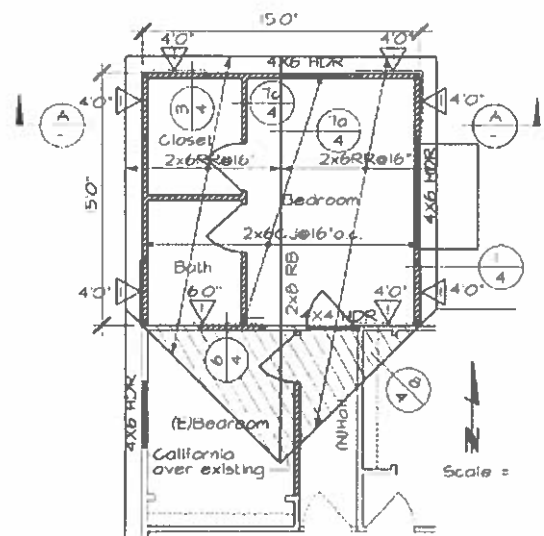
- Dimensions of new exterior walls, and new interior partitions.
- Complete floor plan of existing
- Dimensions of existing adjoining room and window sizes
- Locations and sizes of new windows, doors, stairways and plumbing fixtures
- Use of all rooms.
- Show all new and existing smoke/carbon monoxide detectors.
- Show all new electrical outlets, lights, switches, F.A.U, wall heaters, fire places, etc...
- Exterior door landings (dimensioned)



### FRAMING PLAN INFORMATION:

- Types of material, location, sizes, spans, & spacing of all new structural members (ridge, sheathing, roof and ceiling joist, post, etc...)
- Structural connections between addition and adjoining rooms.
- Brace wall locations, lengths & brace wall schedule.
- Continuous boundary element, blocking, strapping, etc...

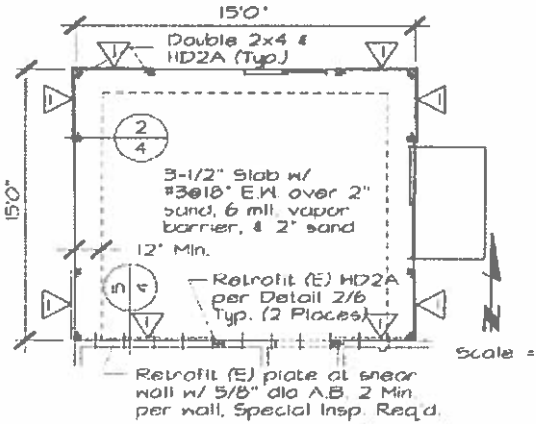
## EXAMPLE FRAMING PLAN



**EXAMPLE FOUNDATION PLAN:**

**FOUNDATION PLAN INFORMATION:**

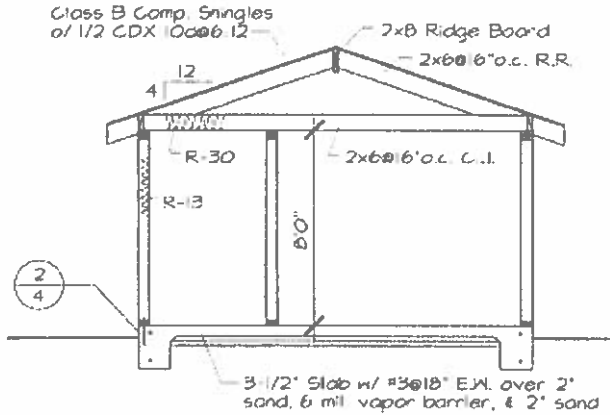
- o Slab thickness, reinforcing, and underlayment
- o Dimensions and width of continuous footing. location of new piers and crawl space opening
- o Sizes, spans & spacing of joist, girders, and size of sheathing (for raised floor only).
- o Connection of existing to new foundation.
- o Location of any embeds including post bases, hold downs, anchor bolts.



**EXAMPLE BUILDING SECTIONS**

**BUILDING SECTION INFORMATION:**

- o Ceiling height of addition.
- o Insulation materials for wall, floor, & attic interior and exterior finish.
- o Sizes, spans, & spacing of new structural members for roof/ceiling, floor/wall & foundation assemblies.

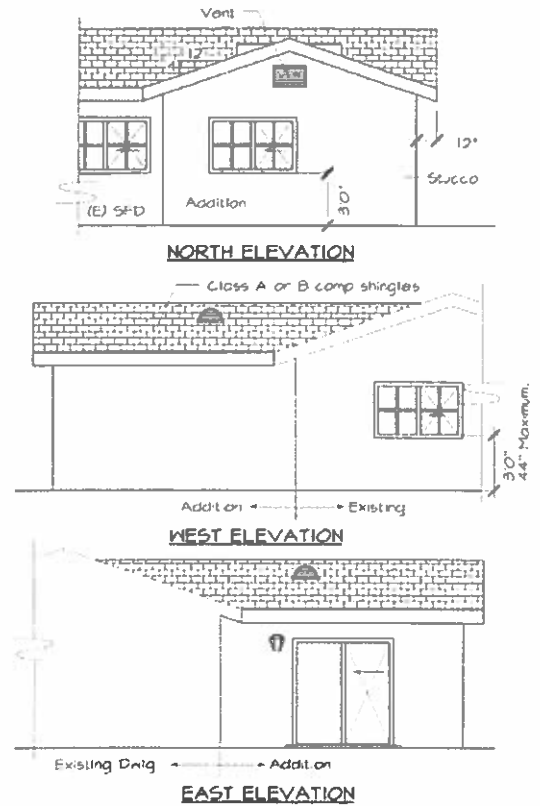


**FRAMING SECTION A-A**

**ELEVATION INFORMATION:**

- Exterior views of addition.
- Roofing material and pitch.
- Location of new windows, doors and attic ventilation opening.
- Exterior finish materials.
- Weep screed (stucco applications).
- Egress windows (bedroom) requirements
- Tempered glass requirements

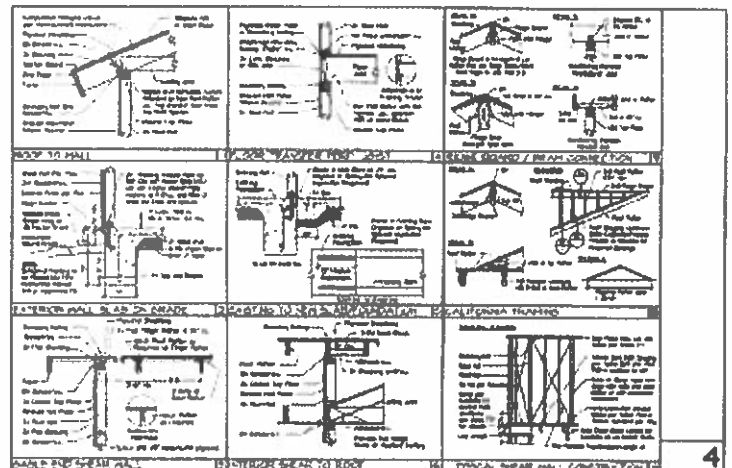
**EXAMPLE ELEVATIONS:**



**CONSTRUCTION DETAILS INFORMATION:**

- Details showing connection of new to existing
- Foundation construction, anchor bolt (type/sizes), reinforcement (size/types) etc...
- Typical shear wall and shear transfer details, foundation, top plate, floor, roof, new to existing, interior shear wall, shear wall to roof sheathing
- Special detail such as stair framing, deck construction, ridge beam, post connections, hold down anchors, weep screed etc...

**EXAMPLE CONSTRUCTION DETAILS**



**CONSTRUCTION NOTES:**

- General code information for fire life safety
- Structural specifications for the grade of building materials – timber, steel, concrete, and masonry.
- Non-structural component, specification such as piping to be used, or finishes to be applied, mechanical systems, etc...
- List any special inspections or required structural observation. Submit the County’s Statement of Special Inspections Form available on the website.
- Imprint CBC Table 2304.9.1 Fastening Schedule

**EXAMPLE CONSTRUCTION NOTES**

<p><b>General Notes:</b></p> <p>1. All work shall conform to the California Building Code (CBC) and all applicable codes and standards.</p> <p>2. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.</p> <p>3. All materials and workmanship shall be subject to inspection and approval by the building official.</p> <p>4. The contractor shall maintain access to all existing utilities and structures on the site.</p> <p>5. All work shall be completed within the specified time frame.</p> <p>6. The contractor shall be responsible for the safety of all workers and the public.</p> <p>7. All work shall be completed in accordance with the approved plans and specifications.</p> <p>8. The contractor shall be responsible for the removal and disposal of all debris and waste.</p> <p>9. All work shall be completed in accordance with the approved plans and specifications.</p> <p>10. The contractor shall be responsible for the removal and disposal of all debris and waste.</p>	<p><b>Structural Notes:</b></p> <p>1. All structural work shall conform to the California Building Code (CBC) and all applicable codes and standards.</p> <p>2. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.</p> <p>3. All materials and workmanship shall be subject to inspection and approval by the building official.</p> <p>4. The contractor shall maintain access to all existing utilities and structures on the site.</p> <p>5. All work shall be completed within the specified time frame.</p> <p>6. The contractor shall be responsible for the safety of all workers and the public.</p> <p>7. All work shall be completed in accordance with the approved plans and specifications.</p> <p>8. The contractor shall be responsible for the removal and disposal of all debris and waste.</p> <p>9. All work shall be completed in accordance with the approved plans and specifications.</p> <p>10. The contractor shall be responsible for the removal and disposal of all debris and waste.</p>	<p><b>Electrical Notes:</b></p> <p>1. All electrical work shall conform to the California Building Code (CBC) and all applicable codes and standards.</p> <p>2. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.</p> <p>3. All materials and workmanship shall be subject to inspection and approval by the building official.</p> <p>4. The contractor shall maintain access to all existing utilities and structures on the site.</p> <p>5. All work shall be completed within the specified time frame.</p> <p>6. The contractor shall be responsible for the safety of all workers and the public.</p> <p>7. All work shall be completed in accordance with the approved plans and specifications.</p> <p>8. The contractor shall be responsible for the removal and disposal of all debris and waste.</p> <p>9. All work shall be completed in accordance with the approved plans and specifications.</p> <p>10. The contractor shall be responsible for the removal and disposal of all debris and waste.</p>
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**ENERGY CONSERVATION:**

- Energy calculations are not required for non-habitable buildings (garage, storage, etc...), nor for buildings with no heating and air conditioning systems (workshop, recreation room with no insulation.. etc...). Compliance with mandatory measures is still required for lighting.
- Energy calculations are required for habitable buildings (accessory living quarters, recreation room with insulation ... etc...).
- Title 24 energy compliance documents (may be imprinted on plans, or submitted in an 8-1/2X11).

**STRUCTURAL CALCULATIONS:**

- Plans may be prepared by unlicensed individuals when the proposed design complies with conventional construction requirements of the California Residential Code.
- When structural calculations are required, they shall be prepared by a licensed design professional (engineer or architect). Both calculations and plans shall be stamped and signed by the licensed design professional.

**ELECTRICAL, MECHANICAL AND PLUMBING PLANS**

- Need to be included in plans

**PLEASE NOTE, THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.**

**FAILURE TO INCLUDE ALL REQUIRED ITEMS WILL DELAY APPLICATION PROCESSING, INCREASE STAFF REVIEW COSTS AND MAY RESULT IN REQUIRING THAT YOUR PLANS BE PREPARED BY A CIVIL ENGINEER OR ARCHITECT. PROPERTY OWNER ASSUMES RESPONSIBILITY FOR ENSURING THAT ALL APPLICATION MATERIAL SUBMITTED IS TRUE AND CORRECT. ERRORS OR OMISSIONS MAY BE GROUNDS FOR PERMIT REVOCATION.**