



City of Camarillo
Building and Safety Department
601 Carmen Drive
Camarillo, California 93010
805-388-5395 • Fax 805-388-5393
Email – bldgsafe@ci.camarillo.ca.us

RESIDENTIAL ROOM ADDITIONS/ALTERATIONS **PLAN CHECK PROCESS**

1. **Plans:**

2 Complete sets of plans

(3rd set will be required at time of issuance)

2 sets of calculations, 2 sets of Title 24 & 2 sets of soils reports (if applicable)

2. **Approval:**

Approval from Community Development is required for all additions and/or alterations to the exterior of the property prior to plan check submittal.

Fire Department approval is also required for additions
(Fire Department Form 126) due @ time of permit issuance.

3. **Application:**

A completed application is required for plan check submittal.

4. **Estimates:**

An estimate given will be based on the information provided. Plan check fees may change if the information is different at time of submittal. (If amount goes over the cashier will not accept check.) Visa & Master Card are also accepted.

5. **Fees:**

Plan check fee is due at time of submittal. If paying with a check, the amount on the check cannot be more than the fee due, (the cashier will not accept it). Other methods of payment are Cash, Visa and Master Card.

6. **Contractor:**

If a contractor will be doing the work, they need to have a Camarillo Business Tax Certificate. You may contact Business Tax @ (805) 388-5330 if you have any questions.

7. **Plan Check Lead Time:**

5 working days for non-structural only.

10 working days if structural calculations are required.

Re-submittals= 5 working days.



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RESIDENTIAL ROOM ADDITIONS/ALTERATIONS- SUBMITTAL CHECKLIST

When submitting plans for plan check, three (3) sets of drawings are required, with the following minimum information provided:

1. Plot/Site Plan - Indicate distance to property lines, show existing and proposed square footage, assessors parcel number, clearly define the location of existing and proposed improvements. show all slopes that are within 10 feet of property lines. Indicate if the slope ascends or descends. Show drainage course at 5% away from the structure and run to a natural drainage course.
2. Foundation Plan and details - Indicate footing sizes and reinforcement, show attachment of new foundation to the existing foundation, etc. Please note that if a soils report is not provided, footings will be required to be 27" deep into natural undisturbed soil. If the foundation is on new compacted fill, a soils report will be required.
3. Floor Plan - Clearly indicate new and existing rooms and their square footage. Indicate window sizes in all new rooms and in existing rooms adjacent to the new construction. Indicate the existing and proposed use of all rooms in the building. Indicate the location of smoke detectors, receptacles, light switches, FAU registers, and plumbing fixtures.
4. Roof Plan - Provide a complete roof framing plan. Indicate the type of roofing material to be installed. Show roof drainage being conducted to the ground through non-erosive devices such as down spouts and gutters, etc.
5. Exterior Elevations - Indicate finish materials, (stucco, siding material, etc.) Show lateral bracing system, (let-in braces, shear panels, etc.), windows and doors, building heights, height of chimney above roof.
6. Cross Sections - A section cut through the existing structure may be required to detail relationship with and attachment to the existing structure.
7. Structural Plans - Indicate framing member sizes, spans, and construction details. Please note that this information may be provided on the architectural plans. Foundation plan, floor plan, roof plan, may be necessary.
8. Engineered Structural Calculation - Two (2) sets may be required to justify proposed framing member can beam sizes, footing and reinforcement sizes, lateral load resisting system and connections. Calculations may be required for two story additions and dwellings, beam spans exceeding 20 feet, or plans not conforming to the conventional construction provisions of the 2010 California Residential Code. All calculations shall be wet-stamped and signed by a licensed Engineer or Architect.
9. Energy Compliance Forms- Incorporated into plans demonstrating compliance with California Energy Standards. CF-1R, MF-1R and CF-6R blank forms are available at the Building Department upon request.

Note: Community Development Clearance - Contact the Community Development Department at (805) 388-5365 for requirements prior to plan check submittal.