



REGULATIONS COVERING

SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY ADDITIONS

CITY OF HEMET BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION BULLETIN

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May 2008

Omission of any required items below may result in refusal of plans for plan check.

1. Complete one (1) permit application and plan submittal check list and acknowledgment.
2. Copy of signed contract for work to be completed.
3. Submit three (3) complete sets of plans no smaller than 11"X17" for plan check containing the following:
Must be "Wet" stamped and signed by designer of record.
Wet stamps and signatures should be on every page by the person who drew the plans.

Plot plan showing the following:

- locations of all structures
- dimensions of structures
- size of lot
- APN #
- easements
- set backs
- right of way
- drainage
- owner information
- project address
- north arrow

- Foundation plan.
- Floor plan.
- Floor, ceiling, and roof framing plans.

Electrical plan: (Electrical service shall be underground).

- Size of main switch.
- Number and size of service entrance conductors.
- Circuit schedule and demand load.
- Fixture plan

Plumbing isometrics:

- Water distribution.
- Waste and venting.
- Gas distribution.

- Fixture plan.
 - Roof Plan
 - Building Elevations for entire project.
 - Building X-Sections
 - Foundation Details
 - Structural Details, make sure to include all necessary reports.
 - Mechanical Plans
4. Provide two (2) sets of:
 - "Wet" stamped and signed Structural Calculations and roof truss calculations.
 - Title 24 Energy Calculations.
 - Soils Report. (If applicable)
 - Truss Package
 - Grading plan. (If applicable)

Plan Check fees will be collected at time of submittal. Your fees will cover the initial check and one recheck. Additional fees will be charge for all additional rechecks.

By signing below, I acknowledge that all required documents are included in the submittal and I am aware that the omittance of any items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted.

Signature

Date

Please provide:

Name: _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____

Owner Fax #: _____

Owner Email: _____