

Residential Room Additions

The purpose of this information sheet is to provide information regarding building code and permit processing requirements for RESIDENTIAL ROOM ADDITION(S) in the City of Poway.

Room Addition Requirements

All construction requirements in the City of Poway are based on the California Code of Regulations (CCR) Title 24:

- 2013 California Building Code (CBC)
- 2013 California Mechanical Code (CMC)
- 2013 California Plumbing Code (CPC)
- 2013 California Electrical Code (CEC)
- 2013 California Fire Code (CFC)
- 2013 California Energy Code (CEC)
- 2013 California Residential Code (CRC)
- 2013 California Green Building Standards Code (CGBSC)
- 2013 California Building Energy Efficiency Standards (BEES)

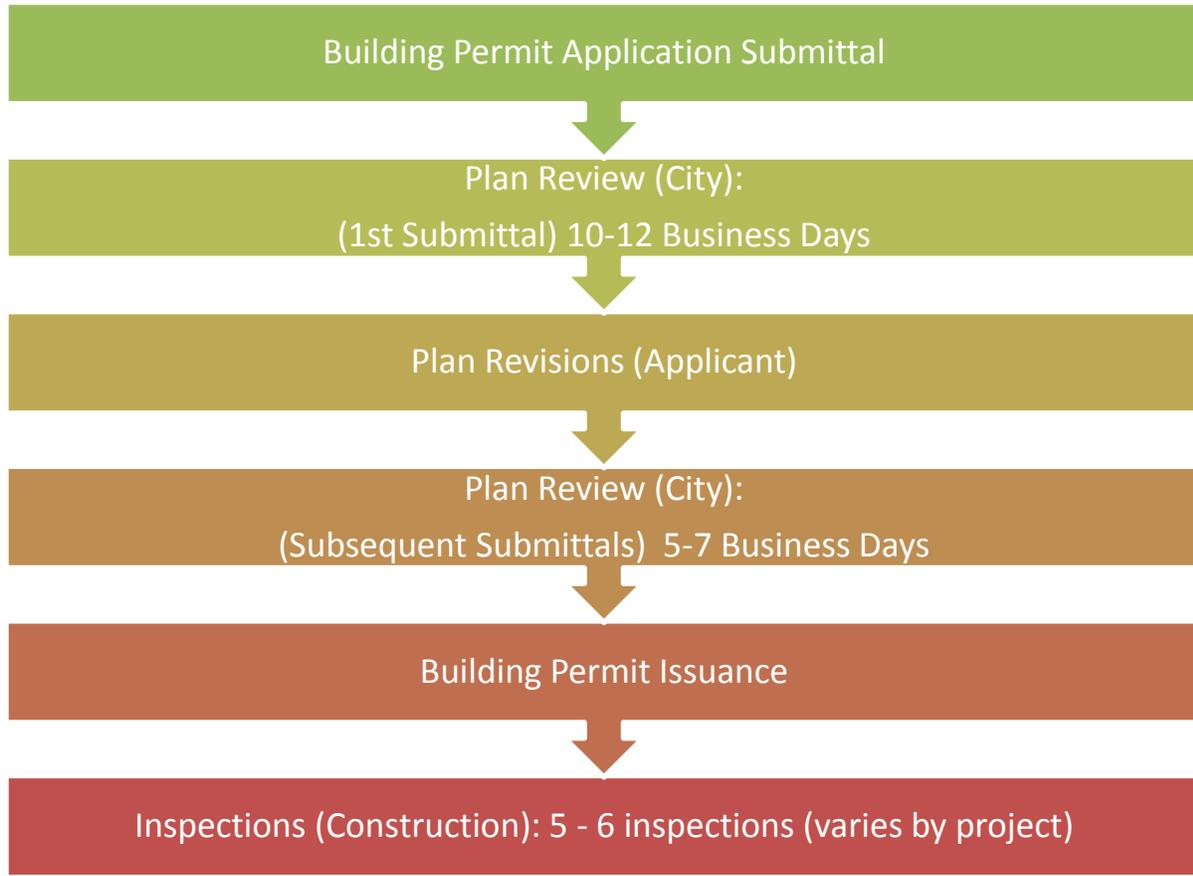
Plan Sets Required:

All room addition plans must include the following:

- Plot Plan
- Foundation Plan(s)
- Floor Plan(s)
 - Electrical
 - Plumbing
 - Mechanical
- Roof Plan
- Building Elevations
- Soils Report (if required)
- Compaction Report (if required)
- Framing Plan/Cross Sections
- Structural Plans/Details/Calculations
- Truss Drawings
- Energy Compliance
- Schedules

Timeline

Residential Room Additions are processed through submittal and review of a Building Permit Application. The typical timeline for a Residential Room Additions is as follows:



BUILDING DIVISION REVIEW/PERMIT PROCESS

A. Building Permit Application

1. The Building Permit application form for Residential Room Additions is available on-line at <http://www.poway.org/Index.aspx?page=248> or at the Building Division Counter in the Development Services Department.
 - Please be advised, the City of Poway issues the permit to the primary contractor, contractor's agent or to the property owner only.
 - Permits must be obtained prior to starting any construction work (includes demolition of any part of the residential structure).
 - You will be required to provide information as to who will perform the work:
 - Valid identification

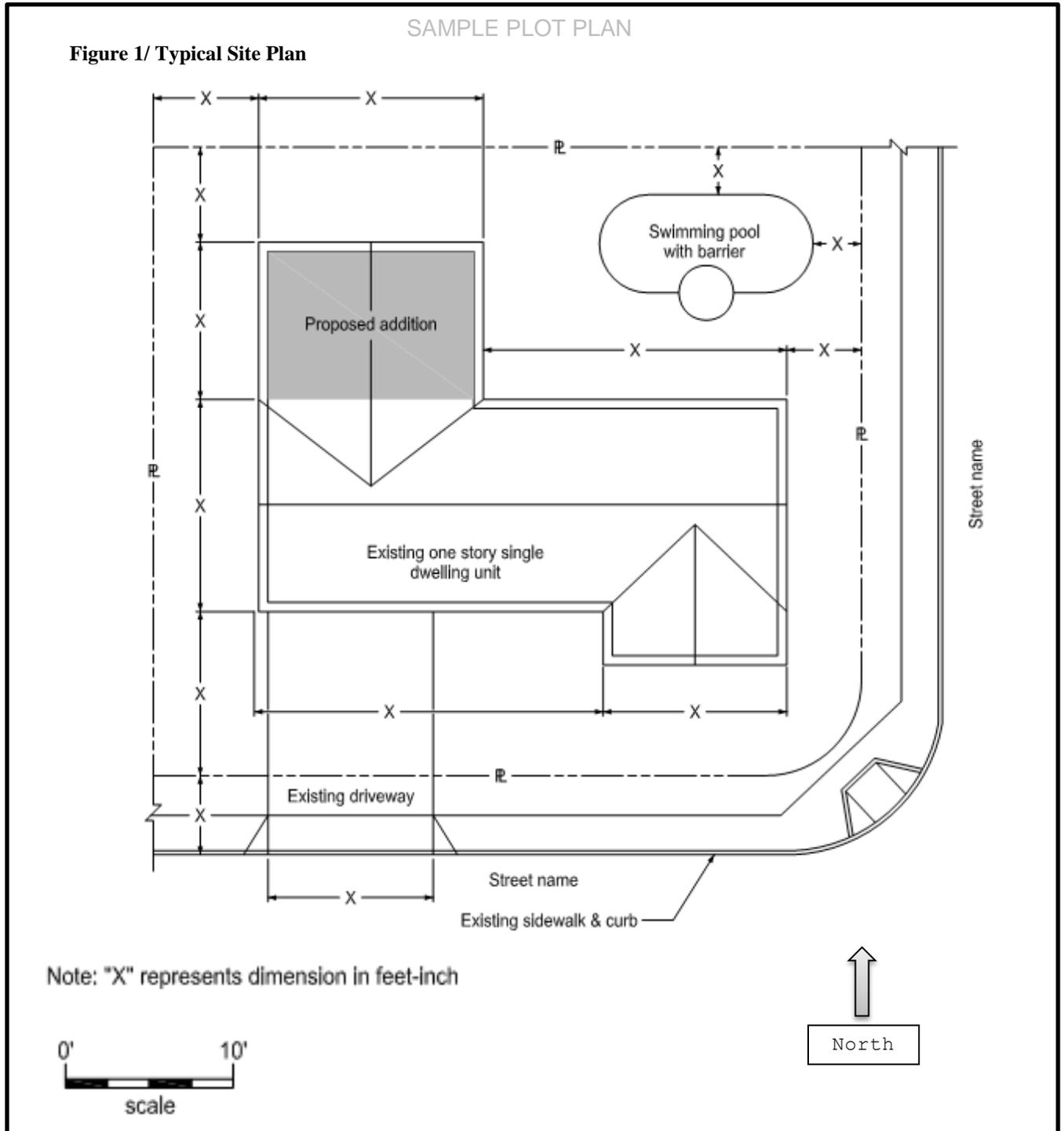
- A valid CA Contractor's License, and proof of worker's compensation insurance for employees
 - A valid City of Poway Business Certificate. On-line applications/renewals for Business Certificates can be found at: <http://www.poway.org> and then navigate to the "Doing Business in Poway" tab.
2. If not using a contractor, an Owner/Builder Affidavit must be received prior to Building Permit issuance.

Building Permit Submittal Requirements
(3 plan sets are required)

1. A completed Building Permit application (see above)
2. A completed set of plans as specified above including:
 - a. Plot Plan
 - b. Foundation Plan(s)
 - c. Floor Plan(s)
 - d. Electrical
 - e. Plumbing
 - f. Mechanical
 - g. Roof Plan
 - h. Building Elevations
 - i. Soils Report (if required)
 - j. Compaction Report (if required)
 - k. Framing Plan/Cross Sections
 - l. Structural Plans/Details/Calculations
 - m. Truss Drawings
 - n. Energy Compliance
 - o. Schedules

Samples of plans, such as a Plot Plan as shown below, are provided in a City of Poway information sheet titled "*Sample Plans for Typical Single-Story Dwelling*" and may be obtained at the Building Division Counter or counter or online at <http://www.poway.org>.

Additional description of details needed for each plan is included in a City of Poway information sheet titled "*Minimum Essential Items for Submitting Plans for Single-Family Dwellings and Accessory Structures*" and may be obtained at the Building Division Counter or counter or online at <http://www.poway.org>.



3. Building Permit Fees are based on project valuation (***Applicant should contact Building Division staff for a fee estimate at (858) 668-4645.*** Building Permit Fee schedules are available at the Building Division counter or online at <http://www.poway.org/Index.aspx?page=248>.
4. Other applicable fees may be required from other agencies including:
 - a. Poway Unified School District
 - b. San Diego County Department of Health

Building Plan Check Review

1. After the initial review (10-12 business days), the City will advise the Applicant on the status of the Building Permit Application. This may include comments that have been prepared that require plan revisions by the Applicant.
2. Plan resubmittal must include three (3) plan sets and must address all comments received from the City. Review of Plan re-submittals usually take 5-7 business days to complete.

Building Permit Issuance

1. Prior to issuance of a building permit, the Applicant will be required to demonstrate that they have paid all applicable fees

Inspections

1. Required Inspections (during construction stages) include:
 - a. Underground Plumbing
(Conducted after waste piping is installed and under test)
 - b. Foundation
(Conducted after trenches are excavated; forms and reinforcement are in place; Soil Engineer (if required), shall provide inspection report)
 - c. Roof Nail and Exterior Shear
(Conducted after roof sheathing and shear is installed; Windows also installed)
 - d. Frame
(Conducted after framing, rough electrical, mechanical and plumbing are installed and under test)
 - e. Lath and Dry Wall
(Conducted after all exterior lathing and interior sheetrock is installed)

f. Final

(Conducted after all work is completed including any required conditions for permit issuance have been completed)

2. Inspections may be requested for the next day by calling the Building Division, Inspection Line at (858) 668-4646, before 4:00 p.m. on the business day before the requested inspection. To contact the Building Inspector on the day of the inspection, please call (858) 668-4645 between 8:30 – 9:00 a.m. Inspections are available Monday through Friday each week. When calling for inspection, be prepared to provide:

- Your name & telephone number
- Permit number & address of inspection
- Date and preference of morning or afternoon for which inspection is requested
- The type of inspection

Building Division Counter is open between the hours of 7:30 a.m. and 5:30 p.m. (closed for lunch 11:30 a.m. - 12:30 p.m.) Monday through Thursday. City Hall and the Building Division counter are closed on alternating Fridays (see calendar). Our Friday hours are 8:00 a.m. – 5:00 p.m. (closed for lunch 11:30 a.m. - 12:30 p.m.).

*****Please contact the Poway Building Division if you have any questions or concerns at (858) 668-4645 or building@poway.org*****