



KITCHEN & BATH REMODEL CHECKLIST

Building Department

1480 Main Street

St. Helena, CA 94574

(707) 968-2657

For additional information, forms & documents please visit us on the web at: <http://www.cityofsthelema.org/content/building>

Application for kitchen and bathroom alterations/remodel require the following documents and information to be submitted. Required items may vary depending on the scope of the project. If, during construction, the approved scope of work changes, all modifications shall be submitted to the City for approval prior to performing work different from the approved plans' scope of work.

- Title Page - Include all required information
- Site Plan –setbacks, easements, sewer & water lateral shown
- Foundation Plan & Footing Details (if applicable)
- Floor plan - Existing and Proposed
- Framing Plans & Details
- Elevations - All 4 sides
- Cross Sections
- Window & Door Schedule*
- Electrical Plan*
- Plumbing Plan*
- Mechanical Plan*
- Energy Compliance and Calculations Report for additions and alterations

* May be shown on the floor plan if appropriate

Number & Size of Drawings

■ 3 Complete Sets of Plans

Your drawings must be on 24" x 36" paper, drawn to scale using English measure, and signed by the architect, engineer, draftsman, or person who drew them.

Smaller sizes may be allowed with prior permission, however, **larger paper sizes will not be accepted.**

Plans must be submitted collated and bound by a maximum of three staples. Please do not use multiple staples *within* the same plan set.

PROVIDE A 4" X 4" CLEAR AREA ON THE BOTTOM RIGHT SIDE OF EACH DRAWING FOR CITY APPROVAL STAMP.

FORMS & SUPPORTING DOCUMENTATION

All forms and documents below are required with your submittal.

- Completed Building Permit Application
- Construction Waste Management Plan (CWMP)
- Design Detail Form
- Structural Calculations

Some projects may require some or all the listed additional documents below and/or additional documents not listed.

- Owner-Builder Disclosure Form
- Special Inspector Letter of Hire and List of Qualifications
- Agent Authorization Form

■ **Completed and signed “Building Permit Application”. Each structure requires its own application.**

■ **Plan Requirements:**

- Completed “Design Detail Form” attached to the front of each set of plans.
- Plans shall be drawn to scale (1/4" = 1'-0" min. excluding site plans), fully dimensioned and legible and printed on paper a minimum size of 11" x 17" to a maximum of 24" x 36", depending on the scope of the project. Plans on larger than 24"x36" will not be accepted.
- Drawings submitted for permit shall be intended for construction. Plans stamped/marked “not for construction”, “permit only”, “preliminary”, or similarly stamped will not be approved for issuance or reviewed for code compliance.
- 3 sets of plans, stamped and wet-signed by the architect or engineer, or wet signed by the design professional or the person drawing the plans.
- Provide a clear boxed area on the plans, a minimum of 4" wide by 4" in the same position on the bottom right side of each plan sheet for the purpose of the City of St. Helena approval stamp(s).
- 2 sets of structural calculations, stamped and wet-signed by the engineer (if applicable).
- A completed Construction Waste Management Plan (CWMP).

■ **Title Page:**

- Legal job address, Assessor’s Parcel Number (APN), and a page index.
- Names, addresses, phone numbers, and emails of property owner, contractor, design professionals and consultants, with titles and license/registration numbers.
- Vicinity map with north arrow.
- Written description with scope of work for the project.
- Building occupancy classifications.
- Note zoning district (i.e. medium density residential, low density, woodlands and watersheds, etc.).
- Type of construction - (Wood - Type V), (Nonrated - B), (Fire Rated-A).
- Square footage per floor of structure with identified separate uses.
- Itemized building square footage per area (existing, to-be-demolished, alteration, addition, garage, porch, deck, hardscape etc.).
- Note if the structure is to be fire-sprinkled or not.
- Building code compliance statement - i.e. “These plans comply with the 2013 California Residential and Building Code Series”.
- List pre-approved deferred submittals (if applicable). Note: fire sprinklers cannot be deferred.

■ **Site Plan Requirements (required for anything other than the main dwelling):**

- All structures on property (existing, proposed, any to be demolished) with distance to property lines and with distances between structures.
- Utility lines and connection points (water, sewer, septic, electrical, gas, fire hydrants etc) easements, and rights-of-way.
- Any flood-zone/plane definition lines. Include waterways and riparian areas with dimensions to structures from top of bank.
- Roads and access areas (dimensioned) indicating new and existing, if applicable, with a north arrow.
- There may be other information required by other departments, Fire, Planning, Public Works, and Police.

■ **Floor Plan Requirements:**

- Show entire existing and proposed floor plan.
- Must have complete dimensions, ceiling heights, and be labeled with existing and proposed uses.
- Location and labeling of all appliances (gas vs electric, ranges, water heaters, etc.).
- Door and window type and size, all fixtures, cabinets, and equipment must be shown.
- Electrical, mechanical, and plumbing items may be shown on this drawing if legible.

■ **Exterior Elevation Plan Requirements:**

- All (any) exterior changes to building elevations require prior Planning Department approval.

■ **Building Sections, wall section, and details:**

- Provide if structural alterations are included in the scope of work (ie moving/altering load-bearing interior walls).

■ **Architectural and/or structural construction notes and schedules (as applicable):**

- Provide general construction notes, door schedules, window schedules, etc.

■ **Mechanical Plan Requirements:**

- Provide duct distribution if altered.
- Indicate all exhaust venting for kitchen and bath work including make-up air if required. Include information demonstrating compliance with 2013 CA Mechanic Code Section 402.5, CalGreen Section 4.506.1 for interior humidity control, and information of humidity controls requirements.

■ **Plumbing Plan Requirements:**

- Existing and new water line distribution with fixture units, material type, and pipe sizing.
- Existing and new drain lines with fixture units, material type, and pipe sizing.
- Location of all required cleanouts.
- Gasline distribution with fixture units , material type, and sizing (calculate water heater min. 200k BTU's).

■ **Electrical Plan Requirements:**

- Receptacle and lighting placement, switches, occupancy sensors, low efficacy lighting.
- Labeling of special hardware required, such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, meter, main-panel and sub-panel locations.
- General notes for a proper electrical installation.
- Water, and gasline bonding with size.
- Electrical panel load shall be sized based on demand.
- Dedicated circuits, wire size, and type.
- Locations of all energy efficient fixtures and types.
- Location of all inter-connected smoke and CO detectors.

■ **CalGreen** requirements for additions and alterations.

■ **Energy Compliance Documentation** for additions and alterations.