

Garage Conversion Submittal Requirements

Document Submittal List:

The below list of submittal items are **needed** to complete your project plan review. A thorough and accurate plan check cannot be performed without a complete submittal package. Lack of required items will result in a delay of your permit issuance. The plan should clearly delineate between all existing and new construction. **As-built submittal and Violations shall be proposed and drawn as NEW construction and not labeled as existing.**

A. Drawings Size: Minimum 11" x 17" (18" x 24" preferred for new dwellings) to 24" x 36". All sheets must be drawn to scale and fully dimensioned. Plans shall be clear and legible: non-legible plans will not be accepted.

Submit drawings and supporting documents to [online portal](#) in pdf format.

Drawings to Consist of:

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| 1. General Information | Show site address, designer, scope of work and applicable code design |
| 2. Plot/Site Plan | Show dimension to front, rear, side streets, and to proposed structure. Show distance to street centerline. Show location(s) of any and all other structures on the parcel. |
| 3. T-24 Sheets | CF-1R, MF-1R |
| 4. Architectural Plan | Floor plan, roof plans, elevations, sections, other details and uses of all rooms |
| 5. Structural Plan (if applicable) | Foundation plan, floor & roof framing plans, truss calculation sheets and structural details. Show size, spacing, species and grade of all framing members. Identify location and lengths of braced wall panels and detail of anchorage. |

B. Calculations (if required)

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| 1. Structural Calculations | Provide stamped and signed set by CA design professional (including lateral design) when design is not in conformance with conventional light-frame construction, or as required by the Building Official |
| 2. Manufactured Truss Calcs | Provide stamped and signed set by CA engineer, to include the layout and truss acceptance letter sealed by the licensed design professional |
| 3. Title 24 Energy Calculations | Provide forms and Mandatory Note Block (Complete Document) |

C. Other Documents (if required)

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| 1. Special Inspections Forms | Only as required by project engineer or Building Official |
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D. Fire District

New square footage and/or ADU submit plan directly to fire district

<https://building.saccounty.gov/>