



CITY *of* CLOVIS

BUILDING DIVISION

1033 FIFTH STREET • CLOVIS, CA 93612

ADDITIONS/ALTERATIONS/REMODELS **Minimum Plan Submittal Requirements**

One complete set of plans shall be submitted, including a City of Clovis plot plan and a complete permit application for the first submittal. Plans shall be drawn to architectural scale, be on substantial paper (minimum 18" x 24"), printed, or drawn in ink. All plans prepared by professionals shall bear the seal and wet signature of the professional. No reproductions will be accepted.

All construction requirements shall be based on the California Code of Regulations (CCR) Title 24: 2025 California Residential Code; 2025 California Electrical Code; 2025 California Mechanical Code; 2025 California Plumbing Code; 2025 California Fire Code; 2025 California Energy Code; 2025 California Green Building Standards Code; 2025 California Building Code.

1. **PLOT PLAN:** Owner's name and address; site address; Assessor's Parcel Number (APN); contractor's name and address; legal description of the property; lot size; set-backs from property lines; distance between proposed and existing structures; a North arrow and easements. The plot plan shall be drawn to the largest scale possible.
2. **FOUNDATION PLAN:** Fully dimensioned foundation plan showing the location of all footings. Provide cross-section details of the footings showing distance below natural grade, height above adjacent grade, anchor bolt size and spacing, and reinforcement as required.
3. **FLOOR PLAN:** Fully dimensioned plan view showing: room size and use; size and location of all headers, doors, and windows; and identifying the U-factor and SHGC of the proposed glazing. Show locations of plumbing fixtures, gas, and electric appliances. Provide a footprint of the existing structure with a detailed floor plan of the adjacent rooms.
4. **Existing Floor plan,** when applicable
5. **ROOF FRAMING PLAN:** Provide a complete roof plan, including HVAC, platform location, and flashing requirements. Identify roof finish, sheathing, and structural connection details with ICC # or UL Listing for hardware/equipment. Truss calculations are required for a proposed truss roof or, if conventionally framed, indicate the size, spacing, species, and direction of rafters. A professional civil or structural engineer will sign and seal the truss calculations and layout.
6. **EXTERIOR ELEVATIONS:** Provide all four elevations using North, South, East, and West identifications. Show the location of doors, windows, chimneys, and attic vents. Indicate the height above the adjacent finished grade and the overhang dimension. Exterior finish, veneer, planters, and roof covering shall be indicated.

7. **CONSTRUCTION DETAILS:** Provide cross-section plans showing the foundation, floor joists, or slab on grade, stud size and spacing, ceiling joists size and spacing, rafters size and spacing, the pitch of the roof, and the location of intermediate roof supports. The cross-section shall specify the ceiling, wall, and floor insulation "R" values, finish materials (interior and exterior), connectors, and weather barrier.
8. **ELECTRICAL:** Show the size and location of the electrical service, including how it is grounded. Electrical service load calculations may be required to justify the size of the service. Show the location of smoke alarms, carbon monoxide alarms, electric appliances, and electrical outlets (lights, plugs, and switches). Provide an appropriate symbol ledger.
9. **Solar (PV) or Solar Ready:** when applicable.
10. **ESS (BatterySystem) or ESS Ready:** when applicable
11. **MECHANICAL:** Show the location and size of the water heater(s), furnace, and air conditioning units. State whether you are tying into the existing system or adding a new system. The Certificate of Compliance and Mandatory Measures must be completed, signed, and printed on the plans. All other applicable worksheets and forms shall be included.
12. **ENERGY/TITLE 24:** Submit one set of calculations showing compliance with the California Energy Commission Regulations for residential additions or use the prescriptive method for Climate Zone 13. Show the location and size of the water heater(s), furnace, and air conditioning units—state whether you are tying into the existing system or adding a new system. The Certificate of Compliance and Mandatory Measures must be completed, signed, and printed on the plans. Any additional worksheets and forms shall be included as a separate package or printed on the plan set.
13. **STRUCTURAL:** If the structural elements within the addition do not meet the 2025 California Residential Code, one set of structural calculations shall be submitted, and the plans shall be sealed and wet-signed by the professional responsible for the calculations. The structural element that needs to be engineered shall follow the 2025 California Building Codes.
14. **PLUMBING (if applicable):** Provide a complete plumbing plan. Include hot and cold water lines, gas, and waste lines. Show the location of the water heater, vents, and clearances. Include sizing for each.
15. **FIRE SPRINKLER PLANS (if applicable):** Submit two sets of Approved Fire Sprinkler Plans (As Approved by the City of Clovis Fire Department). Add the sheets to the Index on the Cover Sheet, and insert the approved sheets into the final plan sets being resubmitted.
16. **CALIFORNIA GREEN BUILDING STANDARDS:** The provisions of the (CGBS) are for newly constructed residential structures, as well as additions and alterations to existing buildings, which increase the building's conditioned area, interior volume, or size. The Mandatory Measure in Chapter 4 of the (CGBS) applies to additions and alterations of residential buildings, specifying

that the applicable regulations only apply to the specific area of the addition or alteration. Applicable when the addition or alteration increases a building's conditioned Area, Volume, or Size.

- 17. SOILS REPORT (if applicable):** Provide a soil report from a licensed professional for this project.

Other Documentation Which May Be Required Depending on the Proposed Scope of Work:

- 18. WILL SERVE LETTER:** Provide a "Will Serve" letter from an approved Construction debris recycling/waste hauler for this project. This letter is to be provided by and signed by the "Waste/Recycling Hauler" prior to any permit issuance. Alternatively, provide a construction waste management plan for this project that complies with Sections 1–5 of the 2025 California Green Code. 4.408.2
- 19. COPY OF FLOOR PLAN FOR ASSESSOR'S OFFICE:** Provide an additional copy of the Floor Plan (sheet X-#) for the Fresno County Assessor's office, folded to no larger than 8 1/2" X 11".
Provide the proper address, APN number, and owner's name in the lower right-hand corner.
- 20. DEMO CERTIFICATE:** Provide a certificate from the San Joaquin Valley Air Pollution Control District for any demolition/renovation work performed on this project. Additional information may be obtained by contacting the San Joaquin Valley Air Pollution Control District @ 559-230-6000
- 21. SCHOOL FEE:** The school district will charge an impact fee if the addition is 500 square feet or more. Provide this division with a receipt from the Clovis Unified School District showing that all fees have been paid.
- 22. WELO PLAN (LANDSCAPING) (if applicable):** If the applicant intends to install a landscaping and irrigation system as part of this project, a plan must be submitted for review and approval before the issuance of the Building Permit.