

# Addition Plan Information Handout

**These illustrations are only examples.  
Your drawings must be to scale.**

These examples show the detail required for plan submittals to the Building and Safety Division. From your drawings, plan reviewers should be able to build the project themselves.

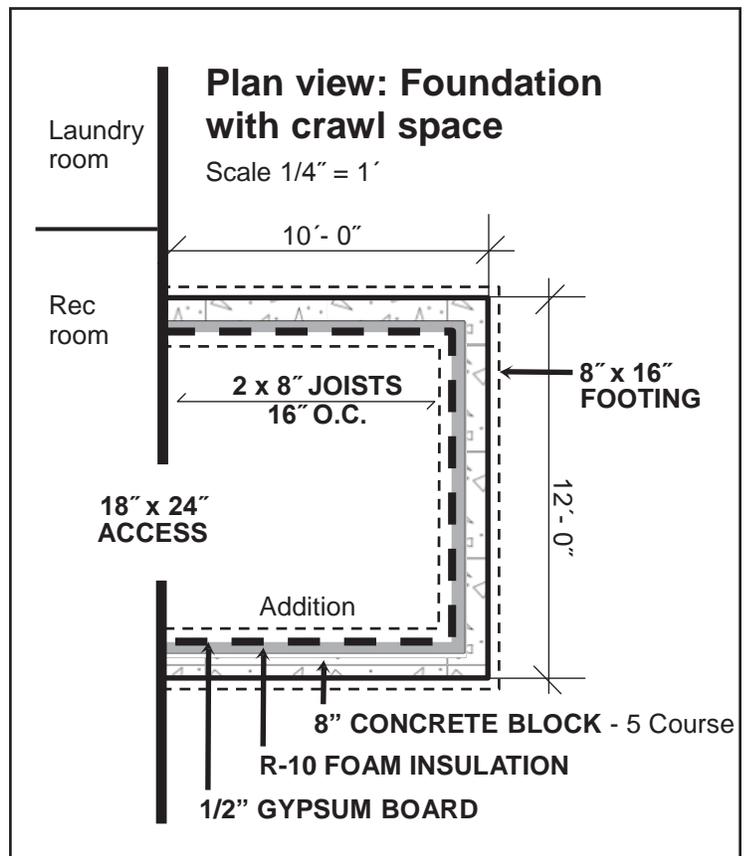
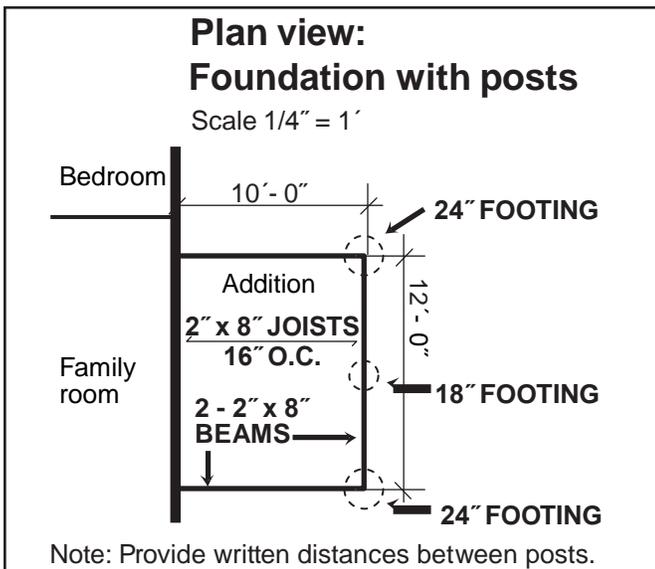
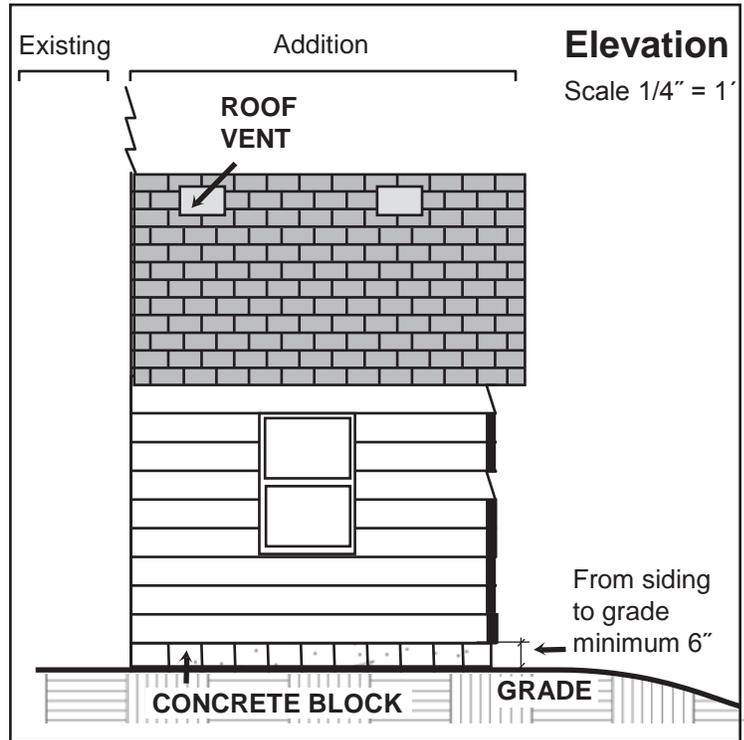
The following are required when submitting proposals:

- **Two sets of plans**, drawn to scale on minimum 11x17 paper.
- A **minimum** of one elevation, one plan view per floor level and one section view per area being added.
- A **site plan** showing the location of your project..
- Please include plumbing, electrical or heating plans, if applicable.

## Plan view: Foundation

- Locate addition in relation to existing home.
- Indicate whether the addition is a crawl space, full depth foundation or post footings.
- Include written dimensions and locations.
- If it is being built on post footings, the footings must be sized for submittal of plans.

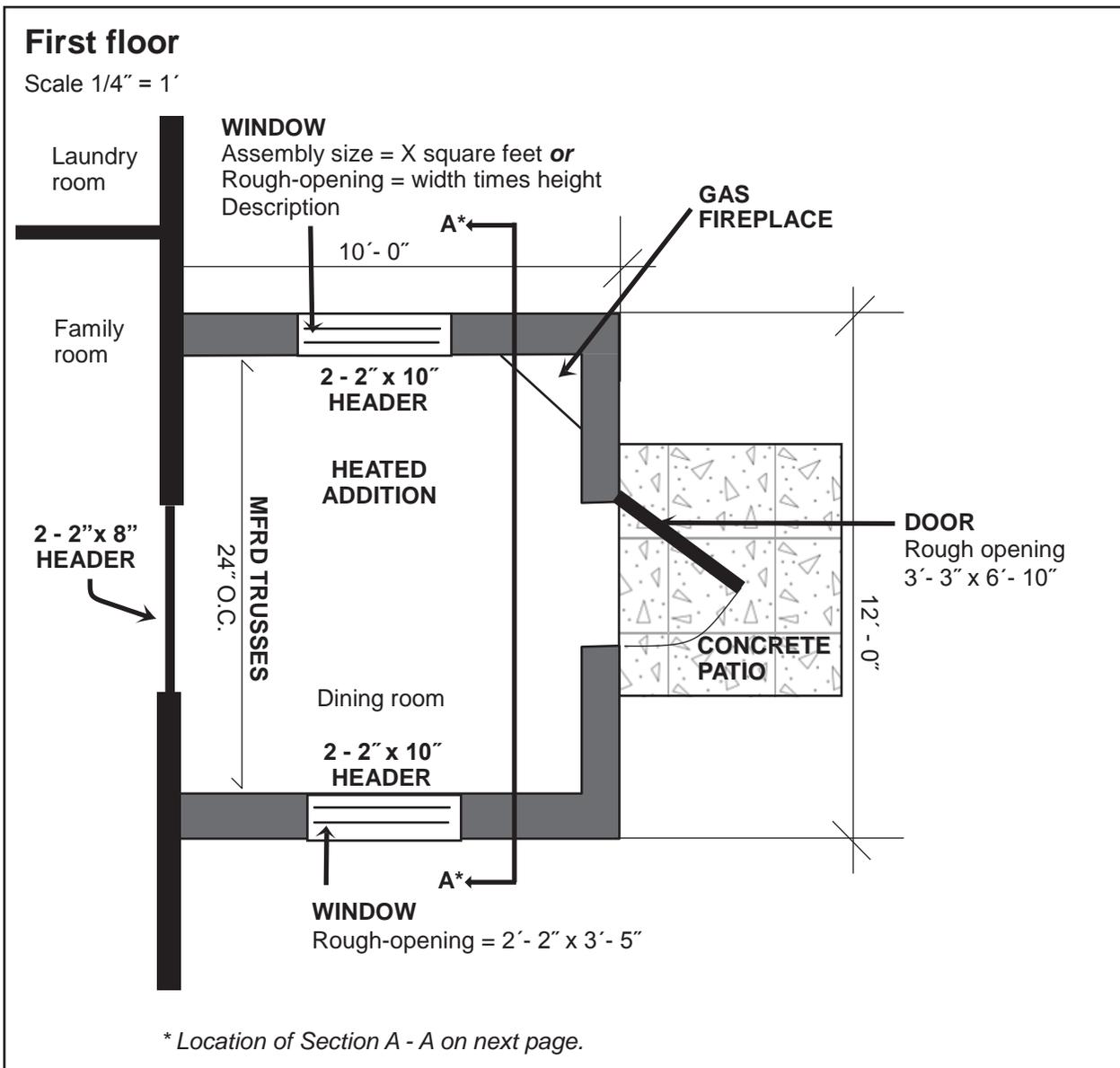
See graphic at right, below and page 2.



# Plan view: Floor

- Draw to scale on minimum 11x17 paper.
- Note the scale you use on the drawing.
- Include written dimensions on the plan.
- Locate all doors and windows.
- Provide rough opening sizes for each door and window.
- Provide header and beam sizes, as well as type of material being used. (e.g. 2 - 2" x 10" Doug Fir or 2 - 9-1/2" LVLs.)
- Provide a floor plan for **each** level being built.
- Indicate direction and spacing of joists, rafters/trusses, e.g. 12", 16" or 24" on center.
- Indicate the use (e.g. bathroom, family room, bedroom) of the new room(s) and those adjoining the addition.

See graphic below. (Note: Materials, types and sizes are given for example only.)



# Section view

If more than one area is being built, provide one section view for each area. See graphic below. (Note: Materials, types and sizes are given for example only.)

