



CITY OF PASADENA

BUILDING AND SAFETY DIVISION

175 North Garfield Avenue, Pasadena, CA 91101-1704
(626) 744-4200 Fax: (626) 744-3979
www.cityofpasadena.net

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

(Includes room additions and remodels)

Submit three (3) sets of plans + (1) labeled CD or flash drive (pdf format) for room additions and remodels. All plans must be dimensioned and scaled drawings. Some minor projects may be reviewed over the counter, and some may be asked to be submitted based on the complexity and land use.

Show The Following Minimum Requirements on Plans:

- Site plan showing property line at all sides and lot dimensions, north arrow, streets or alleys, and outline all of existing structures.
- Outline of existing and proposed structures on the property including patios, decks, garages, pools, etc... with dimensions. Show the size and locations of any trees affecting proposed construction.
- Highlight or hash proposed addition or remodeled area.
- Show existing and proposed floor plan, and clearly identify the use of each room such as kitchen, bedroom, family room, etc., with dimensions. Show the size and operable type of all windows and door (existing and proposed).
- Brief description of the proposed project, lot size, existing building square footage, proposed and demolished square footage, total area in square feet, number of stories, and current applicable code edition.
- The site address, the owner's name, name of the designer or person preparing the plans or other professionals associated with the project.
- Show landings at doors, location of smoke detectors, carbon monoxide alarms, stairs with rise and run, handrails, guardrails, etc...
- Show foundation plan, floor framing plan, roof framing plan, and site drainage.
- Show location of electrical meter, sub panels, switches, lights, outlets, etc...
- Show all plumbing relevant fixtures and required clearances.



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- Show elevations and cross-sections showing building height, type of exterior wall finish materials, chimneys, eaves and any other architectural features.
- Show all relevant features of the California Green Building Standards Code requirements, and energy features per Title 24 report
- Show how the space is heated

Final two sets of plans are required at time of re-submittal, and one set of at least new site plan and floor plans for LA County Assessor's office. Plans and calculations must be stamped and signed by the licensed professional when applicable. Two sets of energy Title-24 reports are required at time of submittal. Engineering is required for any structure not conforming to the conventional light wood framing and bracing requirements per prescriptive provisions of California Residential Code. All two or more story building additions require the stamp of a licensed professional (architect or engineer).

Approvals required prior to permit issuance:

Approvals may be required by:

- Building & Safety
- Design and Historic Preservation
- Zoning
- Fire
- Public Works
- Construction & Demolition Waste Management

NOTE: A separate permit will be required for any electrical, plumbing, and mechanical work.