



Minimum Requirements for Submittal of Residential Room Additions

The major codes adopted by the City of Upland are:

2022 CBC, CPC, CMC, CEC, CRC, CAL GREEN, ENERGY CODE, 2022 CA FIRE CODE

SUBMIT TO THE BUILDING DEPARTMENT

- A complete digital set of plans through [CSS Portal](#)

PLANS SHALL CONSIST OF:

1. PLOT PLAN

- Fully dimensioned with job address and owner's name.
- Lot size and lot lines.
- Setbacks of existing buildings and proposed addition.
- Show location of sewage disposal system and/or sewer line and size.
- Provide a North arrow.
- Location of existing and/or proposed utilities and all easements.

2. FOUNDATION PLAN

- Provide a fully dimensioned plan view of the foundation (Show all footings, type and size, including cross sectional footing details).
- Indicate anchor bolt size and spacing.
- Raised Floors (Show size, spacing, and direction of floor joists and girders).

3. FLOOR PLAN

- Provide a double-lined plan view of proposed job.
- Provide a footprint of the existing structure with a detailed floor plan of adjacent rooms.
- Indicate existing and proposed square footages.
- Indicate size and location of all doors, windows, and headers.
- Identify all insulated walls and fire rated walls.
- Identify all plumbing fixtures, electrical outlets, lights and switches (lighting must comply to mandatory energy requirements).
- Specify the existing electrical service size and location and any applicable service upgrade.
- Indicate any electrical panel relocation.

4. ROOF PLAN

- Provide roof plan showing all ridges, hips, and valleys.
- Show size, spacing, and direction of ceiling joists, beams, and rafters.
- Identify roof finish material and sheathing underlayment.
- Show all bearing walls and shear walls.

5. FOUNDATION PLAN



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- Provide front, rear, left, and right-side exterior elevations.
- Show doors, windows, height, finished floor line, exterior finish, and roof pitch.

6. SECTION

- Provide at least 2 cross section views of the proposed job.
- Show foundation, wall studs, heights, ceiling joists, rafters, insulation, and roof pitch.
- Indicate size, spacing, and materials proposed.

7. FINISH MATERIALS

- Indicate ceiling, wall, and floor finish materials on plan.

8. SPECIFICATIONS

- Provide complete specifications for concrete, wood, plywood, bolts, fasteners, etc.

9. ENERGY

- Include all documentation indicating compliance with **Title 24** on the plans.
- Provide wall, ceiling, and raised floor R-values on cross sections.
- Provide the manufacturer's specifications on any new HVAC equipment proposed or indicate the duct extensions to the addition.
- Identify the **U** and **SHGC** for all fenestration to be installed.
- **Title 24** calculations shall be printed and attached to plans.
- Compliance forms and mandatory measures shall be signed and incorporated on to plans.

10. SMOKE DETECTORS

- Smoke detectors are required when an addition, alteration, or repair to a Group R occupancy exceeds \$1,000 in valuation and a permit is required or when one or more sleeping rooms are added or created in Group R occupancies. The smoke detectors in dwellings shall be installed in each sleeping room and at a point centrally located in the hallway or area giving access to each separate sleeping area. They may be solely battery operated when installed in existing buildings that meet these criteria.

"TYPE V" HANDOUT

For one story wood framed residential construction, the City of Upland's "**TYPE V**" handout is available for general code & construction requirements.

CALCULATIONS

Submit engineering calculations when project is designed by a licensed architect or engineer.
Note: Include Truss calculations when applicable.