



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

Permit No.: _____
 TDA No.: _____
 Submittal Date: _____

RESIDENTIAL ADDITION/REMODEL APPLICATION

This application is required to verify compliance of design standards and if applicable, conditions of approval for previously approved projects.

PROJECT INFORMATION:

Address: _____
 APN: _____ Tract: _____ Lot: _____ Block: _____
 Property Owner: _____ Phone: _____
 Property Owner Address: _____
 Scope of Work: _____

PLEASE FILL IN

AREA	EXISTING – SQ FT	PROPOSED – SQ FT
Livable (1 st floor)		
Livable (2 nd floor)		
Garage		
Porch		
Other Structure (Please Specify):		
Total floor area/footprint		
Total roof area (including eaves)		
Remodel area – First Floor (if applicable) Second Floor		
Flatwork Inside Front Yard Setback		
Lot Square Footage		N/A

APPLICANT INFORMATION:

Name: _____ Phone: _____
 Address: _____
 Contact Person: _____
 Phone: _____ Email: _____

I certify under penalty of perjury that I am the legal representative for the project and that the foregoing information is true and accurate to the best of my knowledge.

 Signature Print Name

SEE REVERSE FOR SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS

- Three (3)** complete sets of plans wet stamped and signed. Residential and accessory structures over two stories in height, of unusual construction, or creating over four dwelling units on any lot require a licensed professional to prepare the plans.
- Plan Check Submittal Fee
- Two (2)** wet stamped and signed **Structural** calculations, *if* required.
- Two (2)** wet signed **Title-24** calculations, *if* required.
- Two (2)** wet stamped and signed **Truss** calculations. Truss calculations must be stamped and signed by truss engineer and structural engineer of record.
- Plans **must be** clear, legible and sufficient size (18" x 24" suggested minimum).
- Plans **must be** prepared to a standard scale.
- Plans shall clearly indicate the scope of work.
- Complete sets of plans consist of the following:
 - Foundation plan. The foundation plan must adhere to the City's requirements or soils report must be provided to approve alternate design recommendations.
 - Complete floor plan; provide existing, new and remodel.
 - Elevations. Indicate the height of structures.
 - Framing plans/sections
 - Plumbing plans. Include **isometric drawings** for waste, vent, water and gas distribution.
 - Mechanical plans. **Show location and size of all registers, location and size of all equipment.**
 - Electrical plans. **Show panel location, lighting & receptacle layout, circuit schedule & demand load.**
 - Site plan, *if* work is interior a site plan is not needed. A complete site plan must show the following:
 - Name of Property owner
 - Assessor parcel number, tract number, lot number
 - All property lines with dimensions
 - Drawn to scale
 - North arrow
 - Identify and show easements, *if* any
 - All impervious surfaces, for example walkways, driveways, pools and decking
 - All structures, provide setback dimensions to all property lines (front, sides and rear)
 - Provide distance to property lines of structures on adjacent lots
 - Covered parking
 - Lot square footage
 - Existing and proposed floor area square footage
 - Total square footage of existing and proposed floor area
 - Remodel square footage
 - Provide lot coverage tabulation by structures (lot coverage by structures shall not exceed 40%)
 - Provide front yard setback impervious surface tabulation (impervious surface cannot exceed 50% in front yard setback)
- Design Review. If remodel and additional floor area is over 50% of existing floor area.

Clearances are required from the following agencies prior to permit issuance:

- Chino Valley Independent Fire District, (909) 902-5280. If additional floor area is over 50% of existing floor area or if there are existing fire sprinklers in the structure that will be altered.
- Environmental Health, (909) 884-4056. If any changes are made to the septic system they must be approved by the County of San Bernardino Environmental Health Department.
- Chino Valley Unified School District fees, (909) 628-1201 ex. 1200 if additional habitable square footage is 500 square feet or more.
- Road trust fee, contact the Engineering Department for information at (909) 364-2770 if the project is located in the small Lot Overlay District and the additional square footage is over 500 square feet.