All permit applications for residential projects shall include a scaled and dimensioned floor plans. Existing and proposed portions of the structure shall be represented. For most residential projects, the recommended scale is ¼ inch = 1 foot. This checklist was designed as a guide to help ensure plan completeness.

ROOMS:
q Dimension and label all rooms (existing and proposed) including basement spaces (e.g. bedroom, kitchen, etc.)
q Dimension and label covered parking facilities (“free and clear” interior dimensions of carports and/or garages)

WALLS:
q Existing and proposed, and walls to be removed
q Indicate if walls are load bearing or non-load bearing

WINDOWS AND DOORS:
q Door locations, sizes, openings, and schedule
q Window locations, sizes, openings, and schedule

Note: Minimum egress is required for sleeping rooms; minimum light and ventilation are required for all other rooms. A sleeping room is a space for sleeping not less than 70 square feet with a closet.

ELECTRICAL, MECHANICAL, AND PLUMBING:
q Electrical outlets, switches and lights
q Heating vents (new & existing)
q Smoke Detectors
q Plumbing fixtures
q Kitchen and bathroom layout (cabinets, refrigerator, counter tops)

OTHER ARCHITECTURAL FEATURES:
q Fireplaces
q Stairs and associated landings (including handrails and/or guardrails if required)
q All other exterior landings such as porches, stoops, decks and balconies, that are exited by means of any type of door

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