

# RESIDENTIAL ROOM ADDITION

**(PLEASE NOTE: These are general guidelines, not to be used in lieu of actual code requirements for final design. Your final design will be subject to plan review.)**



**BUILDING & SAFETY DIVISION  
110 E. LA HABRA BLVD.  
LA HABRA, CA 90631  
562-383-4116  
[www.lahabracity.com](http://www.lahabracity.com)**



The Building and Safety Division’s counter hours are Monday – Friday, 7:30 a.m. – 1:00 p.m. and by appointment only from 1:00 p.m. – 5:00 p.m. Closed on alternate Fridays. The staff includes:

Chief Building Official	Dennis McCreary	562-383-4119
Senior Building Inspector	Ron Shanks	562-383-4120
Senior Permit Clerk	Nayaly Casillas	562-383-4117
Permit Clerk	Lauren Davis	562-383-4118

Prior to the submittal of building plans for plan check review, verify all usable yard area and setback requirements. Do so by submitting a scaled plot plan, to be reviewed by the Planning Division over the counter, showing the proposed location of your addition and yard dimensions including setbacks from property lines and adjacent walls.

Plan check review time for a first submittal is usually ten working days. Subsequent submittals are turned around in five business days. Plan check fees and permit fees are based on the job valuation (there is a minimum job valuation based on the square footage). For an estimate on fees, please contact the permit clerks. Be prepared to give the square footage of your addition.

Items to consider before deciding on your addition: If the addition exceeds 500 square feet, the Fullerton Joint Union High School District will charge an impact fee. Contact the permit clerks for an estimate. Orange County Sanitation District requires a Capital Facility Capacity Charge (connection fee) for all bedroom additions. Bedrooms can include loft additions, bonus rooms that may be used as offices, workout rooms, media rooms, or libraries, or any other additions, which could potentially be used as a bedroom. Owner builders shall submit an Owner Builder Declaration Form at the time of permit issuance. This form and the permit application can be downloaded from our website: [www.lahabracity.com](http://www.lahabracity.com)

**ALLOWABLE WORKING HOURS FOR CONSTRUCTION ACTIVITY**

La Habra Municipal Code Section 9.32.070 limits construction noise to the following days and hours:

- (1) 7:00 a.m. to 8:00 p.m., Monday through Saturday
- (2) All construction activities are prohibited on Sundays and City observed Federal holidays. Those holidays include: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and Christmas Day.

Construction noise regulations also apply to site improvement activity, building construction, trucks, vehicles, and equipment that are making deliveries, loading or transferring materials, equipment service and maintenance of any devices or appurtenances at or adjacent to any construction project.

The City of La Habra will aggressively enforce these noise control measures. Violators may be issued citations. All persons involved with your project should be advised of these regulations.

Questions regarding construction hours should be directed to the Building and Safety Division at (562) 383-4116.

## ROOM ADDITION PLAN REQUIREMENTS

Plans shall comply with the following:

- 2016 California Residential Code (CRC)
- 2016 California Mechanical Code (CMC)
- 2016 California Plumbing Code (CPC)
- 2016 California Electrical Code (CEC)
- 2016 California Building Energy Efficiency Standards
- 2016 California Green Building Standards Code (CGBSC)  
(For detached new structures, only)
- 2016 California Building Code (Taller than three stories, only)

### Plan submittal shall consist of:

- Five complete sets of plans on first submittal (3 sets for re-submittal).
- Must be drawn to scale and indicated on the plans.
- A minimum 24" x 36" in size.
- Permanent copies shall be submitted, not in pencil.
- The plans shall be signed by the person responsible for drawing the plans.
- Plans prepared by professionals shall bear the seal and wet signature of the professional.
- Plan review fees shall be paid at time of submittal. Fees are based on the valuation of the work.
- Electronic copy in PDF format to be submitted at completion of approved plans for residential additions.

## 1. PROJECT PLANS

- a. **SITE PLAN:** Must include the following information: Owner's name and address; site address; Assessor's Parcel Number (APN); contractor's name and address; legal description of property; lot size; set backs from property lines; distance between proposed and existing structures; a North arrow; and if applicable, easements.
- b. **FOUNDATION PLAN:** Show fully dimensioned plan views of the foundation showing the location of all footings and masonry walls. Provide cross-sectional details of the footings showing distance below natural grade, height above adjacent grade, hold down bolts, anchor bolt size and spacing, and reinforcement as required by the soils report, if any.
- c. **FLOOR PLAN:** Show fully dimensioned plan views of room size and use; size and location of all headers, doors and windows; location of smoke detectors, plumbing fixtures, gas and electric appliances, and electrical outlets (lights, plugs, and switches). Existing floor plan to be included.
- d. **FINISH SCHEDULE:** Show wall, ceiling and floor finish. Provide a window schedule which shows the U-factor and Solar Heat Gain Coefficient (SHGC) of the proposed windows, in addition to size and openable area.

- e. **ROOF PLAN:** Show the tie-in to the existing roof, HVAC and flashing requirements. Truss calculations are required for a proposed truss roof, or if conventionally framed indicate size, spacing, and direction of rafters. Identify roof finish, sheathing underlayment and structural connection details, with ICC # or UL listing for hardware/equipment. The truss calculations and the truss layout shall be signed and sealed by a professional civil or structural engineer.
- f. **ELEVATIONS:** Show elevations using North, South, East and West identifications. Show the location of doors, windows, chimneys and attic vents. Exterior finish, veneer, roof covering shall also be indicated.
- g. **CONSTRUCTION DETAILS:** Provide cross-sectional elevations, showing the foundation, underpinning, floor joists, studs, ceiling joists, rafters, pitch of roof and location of intermediate roof supports. The cross-section shall specify ceiling, wall and floor insulation "R" values.
- h. **ENERGY:** Submit calculations showing compliance with the California Energy Commission Regulations for residential additions. Show the location and size of the water heater(s), furnace and air conditioning units. State whether you are tying into the existing system or adding a new system. The Certificate of Compliance and Mandatory Measures shall be completely filled out, signed and printed on the plans. All other applicable worksheets and forms shall be included.
- i. **ELECTRICAL:** Show the size and location of the electrical service. Provide a single line diagram if upgrading the electrical service and/or adding any sub-panel(s). Electrical service load calculations may be required to justify the size of the service.
- j. **PLUMBING:** Show line drawing of sewer, drain, waste, vents and cleanout sizes and material. Show the water piping system, pipe size and pipe material. Exception: the installation of one fixture or one bathroom. Show the location of all gas meters or regulators and all gas piping sizes and lengths on outlet side of meter and the demand at each outlet.
- k. **SMOKE DETECTORS:** When the addition, alteration or repair 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, smoke detectors shall be installed on the ceiling or wall outside of each room used for sleeping and on each story. The smoke detectors may be solely battery operated when installed in existing residences.
- l. **STRUCTURAL:** If the addition does not meet the "Conventional Light Frame Wood Construction Provisions" in Sections 501-503; 601-602; and 801-802 of the 2016 CRC, two sets of structural calculations shall be submitted and the plans shall be sealed and wet signed by the professional responsible for the calculations.

## 2. SOILS REPORT

All new residential structures located in California require foundation and soils investigation report per section 401.4.1.1.1 of the 2016 California Residential Code (CRC). The foundation and soils investigations report shall be prepared, stamped, and signed by a licensed soils or geotechnical engineer.

Foundation and soils investigations may not be required where one or more of the following conditions apply and if the minimum design requirements shown below are incorporated into the drawings. An application for approval of alternative to soils investigation will be required for review and approval. The application can be obtained through the Building & Safety Division.

Alternatives to a soils investigation may be provided only when the project consists of:

- A one story addition to an existing single family dwelling.
- A second floor addition to an existing single family dwelling when area of the second floor addition is not more than the area of the existing first floor.
- Accessory structures to an existing single family dwelling such as attached or detached garages, patio covers, carports and similar structures.
- Non-residential miscellaneous structures not exceeding 15 feet in height (including retaining walls and garden walls).
- Outside lighting standards not exceeding 30 feet in height and not located in a liquefaction zone as defined on the State of California Seismic Hazard Zones Map for the La Habra Quadrangle, published April 15, 1998.

**Minimum design requirements (for projects applying for an alternative to providing a soils report):**

- a) Where the project consists of an addition, the proposed construction must, minimally, match the existing structure as to footing depth, width, and reinforcement, and there are no signs of failure in the existing structure.
- b) Allowable foundation pressure not to exceed 1000 PSF.
- c) Footing to have minimum reinforcement of: 2-#4 at top and 2-#4 at bottom.
- d) The minimum depth of footing below undisturbed ground surface must be 18 inches.
- e) Minimum width of footings shall comply with Table R403.1 of the 2013 California Residential Code.
- f) Minimum compressive strength of concrete must be 2,500 psi at 28 days.

**3. N.P.D.E.S.**

All construction project proponents are responsible for implementing BMP's (Best Management Practices) to assure compliance with the Water Quality Ordinance and, where applicable, the Grading Ordinance. A construction project for purposes of these requirements is any site for which building or grading permits are issued and where an activity results in the disturbance of soil such as soil

movement, grading, excavation, clearing, road construction, structure construction or structure demolition; and sites where uncovered storage (stockpiling) of materials and wastes such as dirt, sand or fertilizer occurs; or exterior mixing of cementaceous products such as concrete, mortar or stucco will occur. In general, construction activities require the implementation of a combination of BMP's to control erosion and sediment transport, and pollutants from materials and waste management storage and activities.

**4. NON-STORMWATER DISCHARGES FROM A CONSTRUCTION SITE TO THE MUNICIPAL STORM DRAIN SYSTEM OR RECEIVING WATERS ARE PROHIBITED.**

A Non-Priority Water Quality Management Plan (WQMP) must be submitted for review and approval prior to issuance of permit. Please contact the city's NPDES coordinator (562-383-4151) for further information.