



**City of Corona  
Community Development Department  
Building Division**

**SUBMITTAL REQUIREMENTS  
For  
ROOM ADDITIONS**

**Omission of any required items circled below will result in refusal of plans for plan check.**

1. Submit five (5) complete sets of plans including:
  - A. Plot plan with property line dimensions and location of the building and any other structures including the proposed room addition (see "Sample plot plan" available at front counter).
  - B. Foundation plan
  - C. Floor plan
  - D. Ceiling and roof framing plan
  - E. Electrical plan: (Electrical service shall be underground, C.M.C. 15.60) For a new service location contact - Tony Lopez, Edison Planner at 909-930-8515 or Lyle Trend at 909-930-8435.
    1. Panel location
    2. Lighting and receptacle layout
    3. Circuit schedule and demand load
  - F. Plumbing isometrics:
    1. Water distribution
    2. Waste and venting
    3. Gas distribution
  - G. Provide a mechanical plan:
    1. Location and size of all registers (supply & return)
    2. Size, location, & manufacturers specifications for all equipment.
2. Provide two (2) sets of "wet" stamped and signed Structural Calculations and roof truss calculations.
3. Provide two (2) sets of Title 24 Energy Calculations. Compliance Forms shall appear on the plans.

4. Provide two (2) sets of Soils Reports
5. Provide two (2) sets of Soil Percolation Test for proposed septic systems.
6. Provide water test for newly drilled wells from Riverside County Department of Health.
7. Separate permits are required for Electrical, Plumbing, and Mechanical, Patio covers, Swimming Pools, Fencing, Garden and Retaining walls.
8. Comply with Corona Burglary Ordinance #15.52 (Copies available at front counter).
9. Fees:
  - A. Contact the Corona Department of Water and Power regarding additional fees.
  - B. Contact the Corona Public Works Department regarding additional fees.
10. All contractors and sub-contractors must show proof of State and City licenses and shall comply with Section 3800 of the Labor Code regarding Workers' Compensation. Homeowners performing and/or coordinating their own construction must complete an Owner-Builder Verification form.
11. Call Corona-Norco School District for school fees 951-736-5045.

***\*SEE OTHER DEPARTMENTS FOR ADDITIONAL FEES\****

**CITY OF CORONA, CITY HALL**

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[www.discovercorona.org](http://www.discovercorona.org)

Hours of Operation: Monday thru Thursday 7:30 am to 5:30 pm