

SECTION 4.3 – RESIDENTIAL SUBMITTAL DOCUMENTATION

1. NEW SINGLE FAMILY DWELLINGS (Master Plans)
 - 1.1 1 copy City of Hanford Building Permit Application form with the Applicant portion completely filled out as applicable.
 - 1.2 1 copy 8 ½ “ x 11” or larger floor plan for the County Assessor. This plan shall be legible, fully dimensioned, and all rooms labeled.
 - 1.3 2 copies Site Plan of the specific building site. This should also specify the floor plan to be built and any options.

2. NEW SINGLE FAMILY DWELLINGS (Custom Plans)
 - 2.1 1 copy City of Hanford Building Permit Application form with the Applicant portion completely filled out as applicable.
 - 2.2 1 copy 8 ½ “ x 11” or larger floor plan for the County Assessor. This plan shall be legible, fully dimensioned, and all rooms labeled.
 - 2.3 2 complete sets of Drawings and Documentation including:
 - 2.3.1 Site Plan
 - 2.3.2 Grading Plan (required for all infill lots)
 - 2.3.3 Landscaping Plan if applicable. (See Hanford Municipal Code 12.08)
 - 2.3.4 Floor Plan
 - 2.3.5 Foundation Plan
 - 2.3.6 Exterior Elevations (min. of 2)
 - 2.3.7 Floor and/or Roof Framing Plan
 - 2.3.8 Electrical, Mechanical, and Plumbing Plan
 - 2.3.9 Adequate Details to explain the construction methods
 - 2.3.10 Truss calculations with Truss Layout Plan
 - 2.3.11 Energy Calculations (the applicable CF-1R form must be printed on the drawings)
 - 2.3.12 HVAC Sizing Calculations, including duct sizing
 - 2.3.13 Structural Calculations as required

3. RESIDENTIAL ALTERATIONS/ADDITIONS
 - 3.1 1 copy City of Hanford Building Permit Application form with the Applicant portion completely filled out as applicable.
 - 3.2 1 copy 8 ½ “ x 11” or larger floor plan for the County Assessor. This plan shall be legible, fully dimensioned, and all rooms labeled.
 - 3.3 2 complete sets of Drawings and Documentation including:
 - 3.3.1 Site Plan, if the proposed work requires making the existing building larger.
 - 3.3.2 Floor Plan
 - 3.3.3 Foundation Plan, if required
 - 3.3.4 Exterior Elevations, required for an addition to an existing building
 - 3.3.5 Floor and/or Roof Framing Plan
 - 3.3.6 Electrical, Mechanical, and Plumbing plans as required

- 3.3.7 Adequate Details to explain the construction methods
- 3.3.8 Truss Calculations with Truss Layout Plan, if required
- 3.3.9 Energy Calculations, required for an Addition
- 3.3.10 HVAC Duct Sizing Calculations, if the addition is greater than 30% of the existing building floor area.
- 3.3.11 Structural Calculations as required for Foundations, Beams, Posts, Headers, Shear, etc.

4. SWIMMING POOLS

- 4.1 1 copy City of Hanford Building Permit Application form with the Applicant portion completely filled out as applicable.
- 4.2 1 copy Site Plan, 8 ½ “ x 11” or larger for County Assessor.
- 4.3 2 complete sets of Drawings and Documentation including:
 - 4.3.1 Site Plan
 - 4.3.2 Structural Plans (wet signed)
 - 4.3.3 Pool Equipment Information
 - 4.3.4 Energy Forms, MF-1R & CF-6R-MECH-03

5. RE-ROOFS

- 5.1 1 copy City of Hanford Building Permit Application form with the Applicant portion completely filled out.
- 5.2 Valuation of Work
- 5.3 Description of the work and type of materials to be installed.
- 5.4 Energy Forms, MF-1R, CF-1R-ALT, CF-6R-ENV-01, City of Hanford Form #48 or #49

6. PATIO COVERS

- 6.1 1 copy City of Hanford Building Permit Application form with the Applicant portion completely filled out.
- 6.2 1 copy 8 ½ “ x 11” or larger floor plan for the County Assessor.
- 6.3 2 complete sets of Drawings and Documentation including:
 - 6.3.1 Site Plan
 - 6.3.2 Floor Plan
 - 6.3.3 Elevation and Details
 - 6.3.4 Structural Calculations, if required by design. They must be wet signed.
- 6.4 The Building Division has a standard “Patio Construction” drawing which is available for your use. Ask for a copy.

7. USEFULL TELEPHONE NUMBERS

- 7.1 Building Division (559) 585-2581
- 7.2 Planning Division (559) 585-2580
- 7.3 Fire Department (559) 585-2545
- 7.4 Engineering/Public Works (559) 585-2550

Allow 10-15 working days for the first Plan Check comments to be generated. Once plan check comments have been addressed and resubmitted, by the applicant, the final review will be completed and you will be contacted when the Building Permit is ready to pick up. Plans will be reviewed in the order received. A Building Division Plan Check fee deposit will be due at time of submittal.

(END OF SECTION 4.3)