



**City of Corona**  
**Planning & Development Department**  
**Building Division (Plan Check and Inspection)**

**SUBMITTAL REQUIREMENTS**  
**for**  
**ROOM ADDITIONS**

**Omission of any required items listed 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 room addition (see Sample Plot Plan).
  - B. Foundation plan
  - C. Floor plan
  - D. Floor, Ceiling & Roof Framing plan
  - E. Provide the following design criteria/project data on The Title Sheet: Scope of Work, Zoning, Occupancy Group, Type of Construction, Square Footage, Height, Number of Stories, Fire Sprinklers, Fire Hazard Severity Zone, Fuel Modification Zone, Flood Zone, Applicable Code References, and Deferred Submittals.
  - F. Building Elevations.
  - G. Electrical Plan: (Electrical Service shall be underground, C.M.C 15.60).
    - a. For a new service location, verification of service zone is required. \* If the Corona Utilities Department is providing the property with electrical service, an additional set of plans will be required at the time of submittal. Please visit <https://cityofcorona.maps.arcgis.com/apps/SimpleViewer/index.html?appid=c787ca9470c84fc091cf54c30c626dca> for service verification. Contact Aftab Hussain at 951-736-2443 if within City of Corona Electrical Service Zone. If electrical service is not provided by the City of Corona, contact Edison at 909-930-8540.
  - H. Provide plumbing isometrics for all water, drainage & gas piping
    - a. Water & Drainage fixture unit calculations (DFU's & WFU's) for sizing of the water service, meter, and branches.
    - b. Include pipe size & material.
  - I. Provide a mechanical plan:
    - a. Location of all registers (supply & return) and ducting.
    - b. Size, location, & manufacturers specifications for all equipment.
  - J. Provide two (2) sets of Title 24 Energy Calculations (8 ½ x11) . Compliance forms shall appear on the plans.
2. Provide (2) sets of stamped and signed structural calculations (if applicable).

3. Provide (2) sets of stamped & signed Truss Calculations (can be a deferred submittal).
4. Provide (2) sets of Soils Reports.
5. Provide (2) sets of Soil Percolation Test for proposed septic systems (if applicable).
6. Provide (5) sets of development Plan Review (DPR) comments (if applicable).
7. The City of Corona has adopted the California Green Building Code Mandatory Measures. Compliance documentation shall appear on the plans.  
**Note:** Waste Management must be used as the construction and demolition waste and recycling hauler per the City's franchise agreement.
8. Separate permits are required for Patio Covers, Pools, fencing, etc. Check with your Permit Technician for specific items.
9. Comply with Corona burglary ordinance (Corona Municipal Code chapter 15.52). Copies are available at front counter, or it may be viewed at [CodeLibrary.AMLegal.com](http://CodeLibrary.AMLegal.com)
10. Plan Check fees to be paid at time of submittal. Refer to fee schedule available on the city website.
11. 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.
12. Call Corona-Norco School District for school fees (951-736-5045 x13118).
13. Additional permits and/or submittals may be required such as grading, public improvements, encroachment permits, etc. \*See Corona Municipal Code chapter 15.48 for public improvements that may be required to be constructed along with the room addition. The required improvements shall be proposed by the applicant and agreed to in writing prior to issuance of a Building Permit.

\*Note that this list is intended to be a general list of required plans and information for the most common types of room additions. More complex or unique projects may require additional information, plans or reports. It is recommended to contact the department prior to submittal to discuss any special considerations or requirements that may apply for your project.

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

#### **PLAN REVIEW TIMES:**

First Submittal: 10 Business Days

All Subsequent submittals: 5 Business Days

**All new submittals incur up to an additional 3 business days for routing to plan review and 1 business day after the review is complete for processing. Resubmittals incur an additional 1 business day to send to review. Once plans are approved, allow the Building Division up to 3 business days to prepare for permit issuance.**

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