



## KITCHEN REMODEL SUBMITTAL REQUIREMENTS

City of Larkspur Building Department  
400 Magnolia Ave.  
Larkspur, CA 94939  
(415) 927-5038

The following items below are required at time of submission for interior-only simple kitchen remodel. Required items may vary depending on the scope of the project. Any exterior changes, including new windows and doors, require Planning Department approval.

Simple like-for-like kitchen remodels can be reviewed on a first-come first-serve basis Monday-Thursday between 9 a.m. and 10 a.m. during the Building Inspector's office hour. Complete submittals can be dropped off during regular open hours.

More complicated kitchen remodels, such as those involving structural calculations, may be put in the regular plan check queue, refer to the "BUILDING SUBMITTAL REQUIREMENTS" for more extensive projects.

A completed, signed permit application and plan check fees are due at time of submission. Additional forms and handouts can be found at: [City of Larkspur Building Department](#)

More detailed information is on the following pages. General building questions can be emailed to:

[LarkspurBuilding@CityofLarkspur.org](mailto:LarkspurBuilding@CityofLarkspur.org)

### **PLAN REQUIREMENTS**

- 3 Complete Sets of Plans and 2 Sets of Supporting Documentation (if applicable)
- Plan size is 11" x 17" minimum (24" x 36" is ideal), drawn to scale using 1/8"-1/4" = 1' measure for architectural drawings. All plans are required to be signed by the plan preparer.

**BUILDING PERMIT APPLICATION FORM** A completed, signed building permit application.

**HOMEOWNERS ASSOCIATION** Plan approval authorization from HOA required.

### **TITLE PAGE**

- Project address, Assessor's Parcel Number.
- Names, addresses, phone numbers, and emails of property owner, contractor, design professionals and consultants with license/registration numbers.
- Written description of the scope of work.
- Sheet index with sheet title and number.
- Building code compliance statement - i.e. "These plans comply with the 2016 California Building Code".
- Note if the structure is fire-sprinkled.
- Legend for symbols, abbreviations, and notations on the plans.

### **EXISTING FLOOR PLAN**

- Locate the kitchen and its existing layout. Specify (label) the existing use of all the rooms. (NOTE: the existing floor plan is for reference only).

### **PROPOSED FLOOR PLAN**

- Show type and location of proposed cabinetry, countertops, appliances, plumbing fixtures, etc. clearly showing and describing new work. Note on plans that kitchen faucets shall have a maximum flow rate of 1.54 gallons per minute at 60 psi.

**CONSTRUCTION DETAILS** for any new/reframed interior walls and interior/exterior openings, etc.

**INTERIOR ELEVATIONS** of the kitchen cabinets are helpful, but not required.

**ELECTRICAL PLAN** (may be combined with the floor plan)

- Show and specify receptacle outlet at each counter space greater than 12" wide.
- Show and specify at least one receptacle outlet at each island or peninsular counter with a dimension greater than 24"x12".
- Show all electrical outlets serving kitchen countertops shall be GFCI protected.
- Specify that at least two (2) 20-amp circuits for small kitchen appliances.

Lighting and lighting control:

- At least half (50%) of the installed wattage of luminaries (lights) in kitchens shall be high efficacy. Lighting in kitchen areas adjacent to the kitchen, including dining and nook areas, are considered kitchen lighting if they are not switched separately from kitchen lighting.
- High efficacy lighting must be switched separately from low efficacy lighting. Clearly show and identify switch types and locations on plans.
- Recessed luminaries (lights) in insulated ceilings shall be rated for zero-clearance insulation cover (IC) and shall include a label certifying air-tight (AT) designation.
- Ballasts for high efficacy lamps rated 13 watts or greater shall be electronic and have an output frequency no less than 20 kHz.
- Permanently installed lighting that is internal to cabinets shall not use more than 20 watts of power per linear foot of illuminated cabinet.
- All lighting controls, fixture types, wattages, and efficacy must be clearly indicated on the plans.

**PLUMBING PLAN/WATER-CONSERVING PLUMBING REQUIRMENTS** must be provided to all noncompliant plumbing fixtures within the residence regardless of the area being remodeled, note on plans the following:

- Toilets shall have a maximum flush volume of 1.28 gallons per flush.
- Showerhead shall have a maximum flow rate of 2.0 gallons per minutes at 80 psi.
- Bathroom faucets shall have a maximum flow rate of 1.5 gallons per minutes at 60 psi.
- Kitchen faucets shall have a maximum flow rate of 1.8 gallons per minute at 60 psi.

### **SMOKE ALARMS AND CARBON MONOXIDE (CO) ALARMS**

Building permit with a valuation greater than \$1,000 require installation of smoke and carbon monoxide alarms.

#### **Smoke alarm:**

In each sleeping room, regardless of the current use.

In each hallway leading to sleeping rooms.

On each level of the home, including basements.

#### **Carbon monoxide alarm:**

In each hallway leading to sleeping rooms.

On each level of the home including basements