



Residential - Check List Addition or Remodel

Incomplete application packages **WILL NOT BE ACCEPTED.** Submitted plans are to reflect actual construction.
REVERSE PLANS WILL NOT BE ACCEPTED

- ___ 1. **PLAN REVIEW FEE:** To be paid at time of application.
- ___ 2. **PERMIT APPLICATION FORM:** Filled out with all pertinent information and signed by the applicant.
- ___ 3. **CONTRACTOR:** Permit is only issued to the property owner or a State of California licensed Contractor.
- ___ 4. **USING SUB-CONTRACTORS:** Yes ___ No ___
- ___ 5. **TITLE SHEET: REQUIRED INFORMATION:** Indicate on the cover sheet - the jobsite address, the assessor's parcel number, the name of the legal owner of the property, and the name of the person responsible for the preparation of the plans. Specify complete scope of work and the gross floor area of all portions of the project, including: dwelling, garage, carport, patio, etc.
- ___ 6. **PLOT PLAN:** *(Three copies)* Plot plan drawn to scale **SHALL BE** submitted on **8 1/2 by 11** inch paper. Indicate ALL existing and proposed structures on the lot with actual and/or proposed distance to all property lines. (For new single family dwelling or new attached and detached garage show existing curb, gutter, driveway or proposed driveway, utility locations and street tree location.)
- ___ 7. **A. EXISTING FLOOR PLAN:** *(Three copies)*.
 ___ **B. FLOOR PLAN PROPOSED:** *(Three copies plus one extra copy for Assessor's Office)* **Show smoke detector locations**
- ___ 8. **ELEVATIONS:** *(Three copies)* Show four (4) orientations.
- ___ 9. **ELECTRICAL PLAN:** *(Three copies)*
- ___ 10. **PLUMBING PLAN:** *(Three copies)*
- ___ 11. **MECHANICAL PLAN:** *(Three copies required)*
- ___ 12. **FOUNDATION PLAN:** *(Three copies required)*
- ___ 13. **FRAMING PLAN:** *(Three copies required)* Floor, Ceiling, Wall, and Roof. If scope of work includes an addition or a new building, one more copy is required that shows roof drainage plan.
- ___ 14. **TRUSS PLANS & CALCULATIONS:** *(Two copies)* Include Truss layout and Engineer **WET SIGNATURE** on all documents
- ___ 15. **A. ENGINEER CALCULATIONS:** *(Two copies)* Engineer **WET SIGNATURE** on all documents, or
 ___ **B. CONVENTIONAL CONSTRUCTION DESIGN:** *(Two copies)* The conventional construction design shall show the location of all braced wall lines and the location and type of all braced wall panels.
- ___ 16. **ENERGY CALCULATIONS:** *(Two copies)*
- ___ 17. **OTHER**

APPLICATION ACCEPTED BY: _____ DATE: _____