



# SUBMITTAL CHECKLIST - CONSTRUCTION PERMIT

PLANNING & BUILDING DEPARTMENT • COUNTY OF SAN LUIS OBISPO  
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Before submitting your construction plans, application and supporting information, make sure you submit a **complete package** as noted below. If you have questions, please call (805) 781-5600 and ask for a Land Use Technician. The following information is **required** to be submitted with your application. If any information is missing, your application **will be rejected and returned to you** until such time as all required materials are included with the submittal.

Note: If you change the scope of your building, such as significantly redesigning it or changing from a framed house to a mobile home, your current application will be cancelled. You will need to re-apply for an allotment and a new construction permit. If there is a waiting list at that time, your project will go to the end of that list.

## **Application Package must include:**

- Application Fee (1<sup>st</sup> installment of total fees) *If As-Built, then all fees are due upon intake.*
- Construction Permit Application Form (one for main structure, separate one for **sprinkler plans**)
- Consent of Landowner Form (if Mobile Home, provide proof of ownership)
- Signed Division of Occupational Safety and Health (DOSH) Hazardous Activities Clearance Form
- Signed Information Disclosure Form
- Allotment Verification (for all new residential units)
- For residential, **THREE complete sets** of Construction Plans with all supporting documents and **FOUR complete sets** for commercial (see below) **plus two ADDITIONAL copies** of the Site Plan Sheet(s).

## **Plans must be drawn to scale & include:**

- Site Plan showing: (Applicable to all applications unless specifically not applicable)
- Vicinity map** for use by the building inspector to locate the property (8-1/2" x 11") **ACCURATE!**
- Property boundaries and fronting street(s)
- Existing & proposed contours (2' min), spot elevations, finish floor elevations, drainage pattern
- Footprint of all existing and proposed buildings and driveways
- Location of existing and proposed easements (when applicable)
- Distances between all existing and proposed structures and between all structures and exterior property lines
- Location of proposed and existing wells and septic systems
- Floor Plans
- Foundation Plan and Details
- Grading Plan with Drainage and Erosion Control Methods (when applicable)
- Floor and Roof Framing Plans and Details, including profiles and bearing points for all truss types.
- Structural Cross Sections (through the buildings)
- Exterior Elevations
- Structural Details, including all significant connection details. Key and reference all details.
- Electrical / Mechanical / Plumbing Plans and Details
- Title 24 Energy Calculations (2008 standards in effect)
- Supporting Engineering Calculations (when applicable)
- Soils Analysis/Soil Expansive Index/Geologic Reports/Percolation Test Results (when applicable)

**Note: If during the construction plan review process, the county determines that portions of the work or the entire scope of work need to be designed by a California Registered Architect or Engineer, all plans and engineering must then bear this person's professional seal and signature of approval.**

# ***PLAN CONTENT DETAILS***

For your information, the following is a list of extended project information that we would expect to see on your plans. We do recognize however, that some of this information may not be necessary depending on the size of your project.

**Sprinkler Plans:** (under separate permit)  
**Must be turned in with main structure and be approved prior to structure permit issuance**

Window Sizes  
Door Sizes/Locations

**Project Data:**

Zoning  
Occupant Classification  
Occupant Load  
Allowable Area Analysis  
Type of Construction  
Parking Calculation  
Number of Stories  
Energy Conservation Compliance Method  
Street Address  
Legal Description  
Owner's Name and Address  
Square Footage

**Foundation Plan:**

Footing Size / Dimension  
Footing Reinforcement  
Anchor Bolt Placement  
Slab Reinforcement  
Special Soil Concern  
Hold-down Placement

**Structural Plans:**

Floor & Roof Framing with Details  
Building Sections  
Shear Wall Requirements  
Diaphragm Requirements  
Details  
Typical Sections  
Flood-proofing Details & Materials  
Pre-engineered Building Plans

**Site Plan:**

North Arrow  
Vicinity Map  
Frontage Improvement  
Utility Services  
Public Water, Sewer, Storm Drains  
Site Drainage Improvements  
Lot Dimensions  
Setback Dimensions  
Existing & Proposed Grades  
Contours or Spot Elevations  
Finished Floor Elevation  
Existing On-site Trees  
Parking Layout  
Septic System and Details

**Building Elevations:**

Site Section (To Reflect Topography)  
Roof Slope  
Roof Covering Material  
Wall Covering Material  
Building Height

**Grading:**

Elevations  
Existing & Proposed Contours  
Grading Notes  
Soil Reports Recommendations  
Erosion Control  
Cross-section  
Amount of Cut & Fill

**Electrical, Mechanical, & Plumbing Plan(s):**

Electric Service Size and Location  
Panel Schedules  
Single Line Diagram  
Outlets, Switches, Lights, Smoke Detectors  
HVAC Equipment Location, Size, Model  
Commercial Kitchen Hood Details  
Pipe Sizes  
Grease Interceptors  
Water Heater Location, Size, Model

**Floor Plan(s):**

Room Dimensions

**Supporting Documentation:**

Title 24 Energy Compliance Calculations  
Soils Report  
Structural Calculations  
Truss Calculations  
Pre-Engineered Metal Building Calculations