



CONSTRUCTION PERMIT SUBMITTAL CHECKLIST

San Luis Obispo County Department of Planning and Building

County Government Center • San Luis Obispo, CA 93408 • (805) 781-5600 • www.sloplanning.org

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 Permit 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.

Please check the box in the column labeled “submitted” to show that you have included these items with your application.

Submitted

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 (Please call Permit Technician for other fees.)
- Construction Permit Application Form
- Consent of Landowner Form
- Signed Division of Occupational Safety and Health (DOSH) Hazardous Activities Clearance Form
- Signed Information Disclosure Form
- Allotment Verification (for all new residential units)
- THREE Complete Sets** of Construction Plans with all supporting documents (see below) **plus two ADDITIONAL copies** of the Site Plan Sheet(s).

Plans must be drawn to scale & include:

- Site Plan showing:
 - * Property boundaries and fronting street(s)
 - * Existing & proposed contours, 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 the exterior property lines
 - * Location of proposed and existing wells and septic systems
 - * Vicinity map for use by the building inspector to locate the property
- 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
- 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.

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

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

Grading:

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

Floor Plan(s):

- Room Dimensions
- Window Sizes
- Door Sizes/Locations

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

Building Elevations:

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

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

Supporting Documentation:

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