The following documentation is required to be submitted with each construction permit application. This is a preliminary list if any information is missing, the application will be rejected and returned until all required materials are included with the submittal. If you have questions, please call (805) 781-5600 and ask for a Land Use Technician.

**Application Package must include:**
- Construction Permit Application Form (one for each structure)
- Zoning Clearance (obtain from the Planning front counter)
- Application Fee (1st installment of total fees) *If As-Built, then all fees are due upon intake.*
- Owner/BUILDER Notice to Property Owner
- Consent of Landowner Form
- Allocation Request Application (for all new residential units)
- Landscape Project Information Form
- Water and Sewer Will Serve letter from water purveyor or Intent to Serve
- For parcels within Stormwater Management Area – Complete pages 1-3 of the Stormwater Control Plan
- Vicinity Map (directions to property)

**Required sets of plans:**

**Residential:**
- THREE complete sets of construction plans,
- TWO copies of supporting documents when applicable (8-1/2” x 11”)
- TWO additional copies of the site plan including vicinity map, and
- ONE additional copy of the dimensioned floor plan.

**Commercial:**
- FOUR complete sets of construction plans,
- TWO copies of supporting documents when applicable (8-1/2” x 11”)
- TWO additional copies of the site plan including vicinity map, and
- ONE additional copy of the dimensioned floor plan, and
- ONE County Fire Plan Application (*for commercial projects in SLO County Fire areas*).

**Plan Content Details: The following is a list of extended project information expected**

**Project Data:**
- Street Address / Assessor Parcel Number
- Owner’s Name and Address
- Scope of Work Statement
- Square Footage Per Manufacturer
- Number of Stories
- Wildland Urban Interface Zone
- Sheet Index
- Date on each sheet

**Site Plan:**
- Property Boundaries with Dimensions & Fronting Streets
- North Arrow
- Proposed Structure
- All existing structures w/ use
- Setbacks – distance to property lines and other structures
- Septic System Location and Details
Manufactured Structure Permit Submittal Requirements

(Continue- Site Plan:)
- Distances between well(s), septic tank, leach field and creek, streams, rivers or lakes
- Site Drainage
- Contours (2’ min) or Spot Elevations
- Finished Floor Elevation
- Existing On-site Trees
- Utilities, Propane tank, gas & water lines. Electrical wiring & conduit location, size, number, and material. Sewer line location, size, material, slope and cleanouts.

Grading:
- Existing & Proposed Contours
- Grading Cross-section
- Amount of Cut & Fill (cubic yards)
- Area of Site Disturbance
- Grading Notes
- Licensed Civil Engineer required for engineered grading
- Soil Report for MH pad certificate over cut/fill or all on fill building pad.
- Erosion Control/BMPs/Stormwater/LID

Floor Plan:
- Room Dimensions w/ use of each room

Foundation Plan:
- State Plan Approved Tiedown or Foundation plan/soil report (EI= Expansive Index of 20 or less)
- Foundation system designed by a California licensed Engineer or Architect with structural calculations and stamped, signed documents
- Recommendations from Soils Engineer
- Marriage line detail from Manufacturer

Structural Plans for site built deck, entry stairs, garages etc:
- Foundation
- Framing & Framing Sections
- Stairs and Guardrails

Building Elevations:
- Factory elevations sheets
- Building Height

Electrical, Mechanical, & Plumbing Plan(s):
- Electric meter Service Size and Locations
- Septic System details
- Water piping sizes based on fire sprinkler & domestic demand

Supporting Documentation
- Soils expansion index minimum for foundation design
- Percolation Test for septic system
- Wildland Urban Interface compliance.
- Proof of ownership; purchase order or certificate of title from HCD
- For replacement MH, provide permit number for existing. OR proof MH was installed before July 1975.

Fire Sprinklers:
- Fire Sprinkler Plans From Manufacturer
- Specify Water Line Size & Pressure Flow

Accessibility:
- Provide details and information on plans of all applicable accessibility requirements

Plans Examiner ________ Comments: