



Construction Permit Submittal Requirements

The following documentation is *required* to be submitted with each construction permit application unless it is verified by staff as not applicable. If any information is missing, the application *will be returned as incomplete* until all required materials are included with the submittal. If you have questions or want to verify the number of plan sets required, please call 805-781-5600 and ask for a Land Use Technician.

Application Package must include:

- Construction Permit Application Form. We require one for each structure, a separate application for major grading, and a separate application for fire sprinklers.
- Application Fee (1st installment of total fees); if As-Built, then all fees are due upon intake.
- Consent of Landowner Form
- Owner/Builder Notice to Property Owner
- Landscape Project Information Form
- Allocation Request Application (for all new residential units)
- Water and Sewer Intent-to-Serve *or* Will-Serve letter from water purveyor
- For parcels within Stormwater Management Area, complete *either* the Stormwater Control Plan Application *or* the Stormwater Requirements Waiver Request Form
- Vicinity Map (directions to property)

Required plans for each mail-in submittal application:

Residential:

- THREE sets of construction and/or minor grading plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11"),
- TWO **additional** copies of site plan including vicinity map (11" x 17" minimum), and
- TWO **additional** copies of the dimensioned floor plan (11" x 17" minimum).

Commercial:

- FOUR sets of construction and/or minor grading plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11"),
- TWO **additional** copies of the site plan including vicinity map (11" x 17" minimum),
- ONE **additional** copy of the dimensioned floor plan (11" x 17" minimum), and
- ONE County Fire Plan Application (for commercial projects in SLO County Fire areas).

Major Grading:

- TWO sets of grading plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11"), and
- ONE **additional** copy of the site plan including vicinity map (11" x 17" minimum).

Note: County Fire requires a complete Fire Plan Application (including our permit number) for your fire plan review.

Plans Examiner:

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PLAN CONTENT DETAILS

The following is a list of extended project information expected on your mail-in or electronic plans.
All Plans Must Be Drawn to Scale

Project Data:

- Street Address / Assessor Parcel Number
- Owner's Name and Address
- Scope of Work Statement
- Square Footage Summary
- 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
- Distances between well(s), septic tank, leach field and creeks, streams, rivers, or lakes
- Site Drainage
- Contours (2' min) or Spot Elevations
- Finished Floor Elevation
- Existing On-site Trees

Grading:

- Existing & Proposed Contours
- Grading Cross-section
- Amount of Cut & Fill (cubic yards)
- Area of Site Disturbance
- Grading Notes
- Soil Reports Recommendations
- Erosion Control/ BMPs/ Stormwater/ LID

Floor Plan(s):

- Room Dimensions w/ use of each room
- Window Sizes and Types (note if tempered)
- Door Sizes/Locations

Foundation Plan:

- Footing Size / Dimension
- Footing Reinforcement
- Anchor Bolt and Hold-down Placement
- Slab Details
- Special Soil Concerns

Structural Plans:

- Floor & Roof Framing with Details
- Building Sections
- Shear Wall Requirements
- Diaphragm Requirements
- Structural Details and Notes
- Framing Sections
- Special Inspection Requirements

Building Elevations:

- Roof Slope
- Roof Covering Material
- Wall Covering Material
- Building Height
- Wildland Urban Interface Requirements

Electrical, Mechanical, & Plumbing Plan(s):

- Electric Service Size and Location
- Panel Schedules
- Single Line Diagram
- Outlets, Switches, Lights, Smoke/CO Detectors
- Septic System details
- HVAC Equipment Location, Size, Model
- Pipe Sizes
- Water Heater Location, Size, Model

Supporting Documentation

- Structural Calculations
- Truss Plans & Calculations
- Soils Analysis
- Percolation Test
- Energy Compliance Calculations
- ACCA HVAC Loads/Equipment/Duct Sizing
- Green Building Code Requirements
- Pre-Engineered Metal Building Calculations

Fire Sprinkler Plans: (separate permit)

Residential Fire Sprinkler application requires a completed first page of the construction application and three sets of plans/hydraulic calculations. These must be received prior to issuance of main residential structure permit.

Commercial Fire Sprinkler application requires first page of construction application and four sets of plans/hydraulic calculations approved by a Fire Protection Engineer.