



Construction Permit Submittal Requirements for Factory-Built Housing

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.

1. Electronic Submittal

- One (1) upload of the plans listed below
- One (1) copy of supporting documentation
- A complete Construction Permit Application

2. Paper Submittal (Minimum)

- Four (4) copies of the plans listed below (#___)
- Two (2) copies of supporting documentation(#___)
- A complete Construction Permit Application

PLAN CONTENT DETAILS: The following is a list of extended project information expected on your paper or electronic plans. *All Plans Must Be Drawn to Scale*

☐ Title Page/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 (WUI)
- ☐ Sheet Index
- ☐ Date on each sheet
- ☐ Delineation of Plan Review and Inspection (See attached forms)

☐ Site Plan:

- ☐ Property boundaries with corners & dimensions of parcel including fronting streets, alleyways.
- ☐ North Arrow, scale, and legend
- ☐ Proposed structure(s)
- ☐ All existing structures w/use and permit numbers
- ☐ Setbacks, distance to property lines and other structures
- ☐ Distances between well(s), septic tank, leach field and creeks, streams, rivers, or lakes
- ☐ Site drainage
- ☐ Contours (2' min) or spot elevations
- ☐ Building footprint & Finished Floor Elevation
- ☐ Existing on-site trees

- ☐ Site utility locations: water & sewer lines, water tanks, septic lines, waterways and site drainage
- ☐ Driveways/parking areas dimensioned, with existing/proposed gravel or paving areas
- ☐ Impervious surface totals (ie: hard surfaces such as driveways, rooftops, walkways etc.

☐ Grading / Civil:

- ☐ Existing & proposed contours
- ☐ Grading cross-section
- ☐ Amount of cut & fill (cubic yards)
- ☐ Area of site disturbance
- ☐ Grading notes
- ☐ Soil reports recommendations
- ☐ Septic system location and details
- ☐ Erosion control/ BMPs/ stormwater/ LID

☐ Architectural: Copy of DAA (Design Approval Authority) stamped plans to include the following:

- ☐ Existing & proposed floor plans showing function of each space, dimensions, life safety features showing code compliance
- ☐ Room Dimensions w/ use of each room
- ☐ Window and Door sizes, types (note if tempered) as well as location.

Residential Construction Permit Submittal Requirements

- ☐ Building sections, elevations, attic and floor ventilation calculations as well as vent sizes and types
- ☐ Roof Slope & covering material
- ☐ Wall covering material
- ☐ Building height.
- ☐ Wildland Urban Interface Requirements (if applicable)
- ☐ **Electrical:**
 - ☐ Electric Service Size and Location of panel, not previously approved by DAA
- ☐ **Mechanical:**
 - ☐ HVAC Equipment Location, size, model and pipe size, not previously approved by DAA
- ☐ **Plumbing:**
 - ☐ Location of all site utilities
- ☐ **Structural:**
 - ☐ Foundation Plan showing footing size / Dimension
 - ☐ Footing reinforcement, including anchor bolt and hold-down placement
 - ☐ Slab Details
 - ☐ Special soil concerns
 - ☐ Special Inspection requirements
- ☐ **Supporting Documentation:**
 - ☐ HCD approved documentation to include state approved structural calculations.
 - ☐ Soils Report including percolation test, expansive index, and foundation recommendations ([Soils-Report-User-Guide.pdf \(ca.gov\)](#))
 - ☐ In Stormwater Mangement Area - Stormwater Control Plan,
 - ☐ Stormwater Control Plan Application, PCR Waiver Request Form
- ☐ **Separate Permit Submittals (Project specific- If applicable)**
 - ☐ Fire Sprinkler Plans and calculations (application requires a complete set of plans and hydraulic calculations)
 - ☐ Photovoltaic/Solar Plans and calculations
 - ☐ OWTS (Onsite wastewater system)

Applicant acknowledgement: I acknowledge that the above listed items are part of my submittal package and that my application may be rejected based on missing items.

Signature of Owner / Authorized Agent / Contractor

Date

Print Name of Owner / Authorized Agent / Contractor

Date

Residential Construction Permit Submittal Requirements

Please add the Pre-Construction Disclosure to your plans and/or permit submittal.

Pre-Construction Disclosure

Project Name and Location:						
Parties Involved:				Date:		
Plan Review and Permitting	Local Enforcing Agency	HCD/Approved 3rd-Party Agency	Builder	Code Reference	Comments	Not Applicable
FBH compliance with Title 24, CCR Parts 2, 2.5, 3, 4, 5, 6, 11		X		Title 25, CCR §3070		
Local Zone Use Requirements	X			HSC §19993		
Local Snow Load Requirements	X			HSC §19993		
Local Wind Pressure Requirements	X			HSC §19993		
State Fire Zone Requirements	X			HSC §19990		
Local Fire Zone Requirements	X			HSC §19993		
Building Setback Requirements	X			HSC §19993		
Side and Rear Yard Requirements	X			HSC §19993		
Site Development Requirements	X			HSC §19993		
Property Line Requirements	X			HSC §19993		
Architectural and Aesthetic Requirements	X			HSC §19993		
Building Permits			X	Title 25, CCR §3080		
FBH Foundation Plans				Title 25, CCR §3028	Project Specific	
Elevators				Title 25, CCR §3070	Project Specific - OSHA Involvement	
OnSite Inspections	Local Enforcing Agency	HCD-Approved 3rd Party	Builder	Code Reference	Comments	Not Applicable
FBH Assembly Onsite	X			HSC §19992		
Residential Fire Sprinkler Testing	X			HSC §19992		
Grading and Land Clearing	X			HSC §19992		
Landscape Construction	X			HSC §19992		
Architectural	X			HSC §19992		
Demolition	X			HSC §19992		
Elevators	X			HSC §19992	OSHA Involvement	
Underground Utilities	X			HSC §19992		
Onsite Electrical	X			HSC §19992		
Onsite Mechanical	X			HSC §19992		
Onsite Plumbing	X			HSC §19992		
Foundation	X			HSC §19992		
(If fire hazard area) Application of PRC §4291/GC §51182	X			HSC §19992		
HCD/ Third-Party Agency Approved Alternate Construction:						
Required Construction-Related Permits and Variances:						
Project Timeframe:			Applicable CBSC Version (Year):			

The above matrix is an example and should be customized for each project. Additional information may be required for site-built structures.