



Construction Permit Submittal Requirements for Manufactured Structure

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](tel:805-781-5600) and ask for a Land Use Technician.

Application Package must include:

- Construction Permit Application Form
- Zoning Clearance (obtain from the Planning)
- Vicinity Map (directions to property)
- Owner/Builder Notice to Property Owner
- Consent of Landowner Form
- Supporting Documentation
- Landscape Project Information Form
- Water and Sewer Will Serve letter from water surveyor or Intent to Serve
- Allocation Request Application (for all new residential units)
- Stormwater Management Area
- For parcels within Stormwater Management Area, complete either the Stormwater Control Plan Application or the Stormwater Requirements Waiver Request Form

Required plans for the application:

1. Electronic Submittal

- One file with all plan sheets listed below
- One file for each supporting documents

2. Paper Submittal Residential

- Four copies of all plan sheets listed below
- Two copies of each supporting documents
- Two copies of Site Plan & Vicinity Map
- One copy of the Dimensioned Floor Plan

3. Paper Submittal Commercial

- FOUR sets of construction
- TWO copies of supporting documents
- TWO **additional** copies of the site plan
- ONE **additional** copy of the dimensioned floor plan
- ONE County Fire Plan Application

PLAN CONTENT DETAILS

The following is a list of project information expected on your plans, as applicable.

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
- 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

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- 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

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

FLOOR PLAN:

- Room Dimensions w/ use of each room

STRUCTURAL PLANS FOR SITE BUILT DECK, ENTRY STAIRS, GARAGES, ETC.:

- Foundation
- Framing & Framing Sections
- Stairs and Guardrails
- Skirting, underfloor ventilation/access plan

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: (size 8.5" x 11")

- 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: