



Residential 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.

1. Electronic Submittal

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

2. Paper Submittal (Minimum)

- a. Four (4) copies of the plans listed below (# __)
- b. Two (2) copies of supporting documentation (# __)
- c. 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
- 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:**
 - 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.
 - Building sections, elevations, attic and floor ventilation calculations as well as vent sizes and types.
 - Roof Slope & covering material

Residential Construction Permit Submittal Requirements

- Wall covering material
- Building height.
- Wildland Urban Interface Requirements (if applicable)
- Electrical:**
 - Electric Service Size and Location of panel
 - Panel Schedules
 - Single Line Diagram
 - Show location of outlets, switches, lights, Smoke/CO Detectors on plan
- Mechanical:**
 - HVAC Equipment Location, size, model and pipe size
 - Duct sizing, access to HVAC and working clearances (including information from ACCA Manuals D, J, &S)
- Plumbing:**
 - Fixture locations, water piping and DWV sizing
 - Gas line locations and sizing as well as gas appliances served
 - Water heater location, size and model
- Green Point Checklist**
- Structural:**
 - Foundation Plan showing footing size / Dimension
 - Footing reinforcement, including anchor bolt and hold-down placement
 - Slab Details
 - Special soil concerns
 - Floor & Roof framing with corresponding details
- Building sections
- Shear wall and diaphragm requirements
- Structural details and notes
- Details for foundation and framing Sections
- Special Inspection requirements
- Pre-Engineered Metal Building Plans/details
- Supporting Documentation**
 - Structural Calculations with engineering's stamp
 - Truss Plans & Calculations with structural engineer approval stamp or letter (truss calculations will not be accepted as a deferred submittal)
 - Soils Report including percolation test, expansive index, and foundation recommendations ([Soils-Report-User-Guide.pdf \(ca.gov\)](#))
 - Energy compliance calculations/ Title 24 filed with CHEERS or CALCERTS
 - ACCA HVAC Loads/Equipment/Duct Sizing
 - Green Building Code Requirements
 - Pre-Engineered Metal Building Calculations
 - In Stormwater Mangement Area - Stormwater Control Plan,
 - Stormwater Control Plan Application, PCR Waiver Request Form
- Separate Permit Submittals**
 - 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