



COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

BLD-1048
09/01/2026

Construction Permit Submittal Requirements for
Mechanical / Ductwork Replacement

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
- ☐ Cover Sheet
- ☐ Site Plan
- ☐ Floor Plan
- ☐ Supporting Documents

Required Plans by Application Type:

1. Electronic Submittal:

- a. One file with all plan sheets listed below
- b. One file with all supporting documents

2. Paper Submittal: (Minimum Size: 11" x 17")

- a. Two copies of all plan sheets listed below
- b. Two copies of all supporting documents

PLAN CONTENT DETAILS

The following is a list of project information that shall be included on the plans.

COVER SHEET

- ☐ Scope of Work
- ☐ Sheet Index
- ☐ Owner's contact information and parcel info (Name, address, APN, phone number, and email)
- ☐ Project designer's contact information (Name, address, phone number, LICENSE, and email).
- ☐ The applicable building codes for this project:
- ☐ 2022 CRC, CMC, CEC, Energy & Green Building Standards as well as local County Ordinances (Title 16, 19, 22 and 23)

FLOOR PLAN

- ☐ Scale of drawing
- ☐ Clearly defined interior spaces
- ☐ Location of existing heating, cooling, and ventilating equipment. (CMC 308)
- ☐ Location of additional equipment being installed/replaced.
- ☐ Location of duct supply and return registers.
- ☐ Attic access size and location.
- ☐ Information on the HVAC unit that is in place. (Manufacturer and Part #)

SITE PLAN

- ☐ Scale of drawing
- ☐ North arrow
- ☐ Accurate property lines/boundaries
- ☐ Driveways & site access
- ☐ Utility connection entrance points

SUPPORTING DOCUMENTS

- ☐ Provide manufacturer information (spec. sheets) for the new equipment.
- ☐ Title 24 Report (C1FR), if applicable

ADDITIONAL REQUIREMENTS

- ☐ Plans must be of sufficient size and clarity to be easily read and reproduced.
- ☐ All notes and dimensions must be of sufficient size and clarity to be easily read. (Min. scale: 1/8" = 1'-0")

Note: The floor plan may be combined with the site plan if it is large enough to read clearly.

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