Residential Permit Application Checklist

Residential Construction. Please submit the following;

1) **Residential Permit Application** Form.
2) Owner-Builder verification form (if owner as General Contractor).
3) **2 sets of complete construction plans** and **1 additional floor plan**
4) **2 sets of construction documents** (i.e. Truss Calculations, Engineering Calculations, etc…)
5) **2 sets** of energy compliance documents for **Title 24**.
6) **2 sets of electrical load service calculations** if the house is 2,000 square feet or larger.
7) **Elevation certificate** if located in any Flood zone other than C.
8) **CalGreen Checklist** to show compliance with California Green Building Code.
9) **Universal Design Checklist.**

New Apartments. Please submit the following;

For apartments, please submit the same materials as noted above for new residential construction in addition to 3 more complete sets of plans (for a total of five) and 2 sets of photometric layouts for the parking area and private sidewalks.

Remodels and Additions. Please submit the following;

1) **Residential Permit Application** Form.
2) Owner-builder verification form (if owner is acting as General Contractor).
3) **2 sets** of energy compliance for **Title 24** if adding floor area.
4) **2 plot plans (see Plot Plan Example)**
5) **2 sets** of **complete construction plans** and **1 additional floor plan**. Plans should include both existing conditions and proposed construction as well as enough information to adequately describe and/or display the work to be done.
6) **Elevation certificate** if located in other than Flood zone C for additions.
7) **CalGreen Checklist** to show compliance with California Green Building Code.
8) **Universal Design Checklist:** if there is substantial change to entry, bathroom, hallway, etc.