RESIDENTIAL PERMIT APPLICATION CHECKLIST

Residential Construction. Please submit the following;
1) Residential Permit Application Form.
2) Owner-Builder verification form (if owner is acting as General Contractor).
3) 2 plot plans (see Plot Plan Example)
4) 2 sets of complete construction plans and 1 additional floor plan
5) 2 sets of construction documents (i.e. Truss Calculations, Engineering Calculations, etc…)
6) 2 sets of energy compliance documents for Title 24.
7) 2 sets of electrical load service calculations if the house is 2,000 square feet or larger.
8) Elevation certificate if located in any Flood zone other than C.
9) CALGreen Checklist to show compliance with California Green Building Standards Code.
10) 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 documents 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 Standards Code.
8) Universal Design Checklist: if there is substantial change to entry, bathroom, hallway, etc.