



Community Development and Sustainability Department

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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.