

BUILDING PERMIT APPLICATION PROCESS

APPLICABILITY

The process and procedures described herein apply to all applications for a building permit applied for in the City of Ferndale. A building permit is required for the construction, alteration, moving, repair, demolition, and use of any building or structure located within the City. The standards for such work shall be as set forth in the “Uniform Plumbing Code,” the “Uniform Mechanical Code,” the “Uniform Electrical Code,” and the “Uniform Fire Code,” as amended and adopted by the City.

No work requiring a building permit shall be allowed without City approval.

PROCESS

1. Pre-application Review (optional)

This optional step may be employed for any building permit application; however, it is primarily intended for large-scale building projects such as commercial buildings. It may include a review of preliminary building plans or a meeting with City Staff. Staff may provide feedback in verbal or written form which is considered preliminary only and subject to further refinement or change in the formal review process.

A cash deposit is required to cover City Consultant Staff time which will be billed to the prospective applicant at prevailing hourly labor rates.

2. Application Completeness Check

The applicant (owner or contractor) shall submit a building permit application form, as complete as possible, along with the required plans, specifications and other information to the City Clerk. The application package may then be forwarded to the Plan Checker and/or City Engineer for review which, initially, includes a completeness check. The completeness check is performed to ascertain that all information necessary to insure that project work will comply with all standards, codes and ordinances is provided. If an application is deemed to be incomplete, the Plan Checker and/or City Engineer will provide a written explanation of deficiencies to the applicant, by letter, within five (5) days of the completeness check. Following written notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected.

Common omissions from complete building permit applications are as follows:

- a. Signature of person preparing plan drawings does not appear on plans.

QUICK CHECK LIST FOR SUBMITTAL

- ☐ Building Permit Application
- ☐ Corrections: Letter of Permission and Requirements for Bldg Permit Applications
- ☐ Permit & Plan Check Fees
- ☐ Construction Plan Checklist
- ☐ Plot Plan Checklist
- ☐ Legal Description
- ☐ Plans & Specs
 - o 3 sets bldg plans
 - o 1 extra floor plan
 - o 1 extra plot plan
- ☐ Fee Deposit

** Before a building permit is issued a School Facilities Fee may be due to Ferndale Unified School District at 1231 Main St.*

- b. Plans are not drawn to scale or lack sufficient details to permit review for compliance with code requirements.
 - c. Plans do not show the grade, dimensions, and spans of framing members for floor, wall, and roof construction.
 - d. Plans do not indicate R-values or wall, ceiling and floor insulation.
 - e. Smoke alarm not included in plans for new construction or residential remodeling.
 - f. No window with minimum openable dimensions provided for emergency exit from bedroom.
 - g. Plot plan does not show distances from property lines and other existing buildings (both on same property and within 30' on adjacent property).
 - h. Building permit application not accompanied by required plan drawings: Plot Plan, Foundation Plan, Floor Plan, Framing Plan, and Building Elevation Drawings.
 - i. Building permit application not accompanied by required data and supporting information, such as: title report, energy calculations, beam calculations, truss calculations, etc.
 - j. Applicant submits permit application for work which would cause an external alteration to the appearance of a building which requires Design Review from the Design Review Committee.
3. General Information for Developing Building Plans
- Wood Framed Residential Construction – Plan Check list based on the current California Building Code. The following information is not a complete list of the code requirements for residential construction projects. This list is intended to act as a guide to the homeowner or contractor for use in developing building plans suitable for intake at the time of permit application. These are samples of plan review comments used by the plan checker that may or may not apply to a set of plan submittals.

<u>General Information</u> - All construction shall conform to the current California Building Code (CBC), Uniform Mechanical Code (UMC), California Plumbing Code (CPC), and the National Electrical Code (NEC). - Specify type, grade, and species of all lumber and plywood to be used. - Provide a floor plan showing the following: complete dimensions; show location, size, and label all plumbing and heating and cooling fixtures; show location and size of beams, Glu-Lams and post. - Provide foundation plan; dimension plan location of interior and exterior footings. Provide footing for masonry fireplace and dimensions. Label and locate porches, patios, planters, garage, etc. Specify location of all hold-downs. - Provide a minimum of 4 elevations showing all openings, wall finish material, original and finished grade, roof pitch, total height of building, roof covering, window and door locations.	- Provide complete framing plans for floor, wall, ceiling, roof, decks (balcony), patio covers, and trellis, etc. - Provide a cross-section view(s) through the building showing structural elements, fireplace section, stairs, ceiling changes, floors, ceiling heights, finishes, etc. - Provide details of foundation, floor, walls, roof and ceiling details. Show connections of foundation to post, post to beam or header, rafters to beam or wall, etc. - Provide wet signature of person responsible on all plan sheets. All attachments to the plans require wet signature. Structural calculations require wet signature and, if a structural engineer is responsible for calculations, provide engineer's stamp, expiration date, and wet signature on calculations and plans. - Provide North arrow, and project address on all plan sheets. - Provide at least one 3'0" x 6'8" exit door per CBC 1003.3.1. Exit door shall be capable of opening such that the clear width of the exit is not less than 32".
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<u>Foundations, Slabs and Floors</u> 12. Concrete to be used must have a minimum compressive strength of 2,500 psi per CBC 1922.2.4. Concrete having psi specified as 3,000 psi or greater will require special inspection and testing. 13. Foundation must comply with Table 18A-I-C. Note: if a soils report applies it will supersede 18A-I-C. Show on plans requirements from soils report. 14. Concrete or masonry walls over 4' in height above top of footing are to be designed showing engineering and calculations. Walls retaining more than 3' of earth are to be designed as retaining walls. 15. Concrete slabs will be 3.5" minimum thickness per CBC 1900.4.4. Refer to area soils report for your location for other requirements if applicable (soils report will supersede CBC 1900.4.4). 16. Provide reinforcement for concrete slabs under living area and in garages. Minimum 6" x 6", 10 gauge x 10 gauge welded wire or reinforcement (re-bar) may be used provided spacing does not exceed 3 times the slab thickness or 18" (CBC 1907.6.5). Specify re-bar size and grade used for all locations. Footings shall have a minimum of one #4 bar top and bottom. 17. Minimum sill bolting: 5/8" diameter anchor bolts embedded 7" minimum at 6' on center. Locate end bolts not less than 7 bolt diameters, or more than 12" from end of each piece. Use plate washers a minimum of 3/16" x 2" x 2" on each bolt. 18. Provide engineer's calculations for pile and grade beams. 19. Specify foundation grade redwood, or pressure treated wood for sill plates, sleepers or blocking in contact with concrete or masonry foundations (CBC 2306.4). 20. Specify all wood, including posts within 6" of ground, to be pressure treated or foundation grade redwood per CBC 2306.8. 21. Provide 1/2" air space on top, sides and ends of girders entering concrete or masonry. 22. Maintain 18" clearance to earth under floor joists and 12" under girders per CBC 2306.3. 23. Show floor joist size, grade, spacing and span direction. 24. Provide 1 sq. ft. vent area per 150 sq. ft. of under-floor area for cross-ventilation per CBC 2306.7. Show method of venting, location and size of vents. 25. Provide 18" x 24" foundation access within 20' of plumbing cleanout. 26. All floor framing must comply with CBC 2320.8. a. Double joists under bearing partitions parallel to joist partitions per CBC 2320.8.5. b. Solid block all joists at ends, and supports, or use other approved connection. Use double rim joists parallel to floor joist. 27. Bearing partitions perpendicular to joists shall not be offset from supporting girders, walls or partitions more than the joist depth or provide calculations for joist size per CBC 2320.8.5 28. Show connections, support, and size of the following: a. Joist to Beam / Girder, to Glu-Lam, etc. b. Joist to supports c. Post to beams, Girders, etc.	29. Columns and posts located on concrete floors or decks exposed to the weather or to water splash and which support permanent structures shall be supported by concrete piers or metal pedestals projecting above floors unless approved wood of natural resistance to decay or treated wood is used. a. Pedestals shall project at least 6" above exposed earth and at least 1" above concrete floors. b. Individual concrete or masonry piers shall project at least 8" above exposed ground. 30. Foundation cripple walls framed of studs shall have a minimum length of 14" or shall be framed of solid blocking per CBC 2320.11.5. 31. If a truss floor system is to be used, provide truss type, series model, spacing, spans, calculations, details, layout plan, etc. <u>Walls</u> 32. Size, height and spacing of wood studs must comply with CBC Table 23-IV-B or provide structural calculations. Show and/or specify stud size, height and spacing. All work must comply with CBC 2320.11.1 33. Provide structural calculations for beams and Glu-Lams with unusually high loading characteristics. 34. Show size of each header for all openings per CBC 2320.11.16. 35. Show method of providing lateral bracing. Show bracing or plywood at corners and each 25' of exterior and interior walls per CBC 2320.11. If prescriptive methods cannot be met, then submit engineer's calculations for seismic and wind. 36. Show all of the structural engineer's requirements on plans. 37. Show type, grade, and thickness of exterior wall covering. 38. Show and/or specify interior wall covering. 39. Show location, size, length, and nailing of siding, plywood, or other materials used for shear walls. Indicate clearly on the plan how plates are connected to the floor at all shear walls. 40. Show all window sizes and specify those which may be opened and size of operable portion. Provide means of egress as per CBC 310.4. <u>Roof</u> 41. Show roof rafter size, grade, spacing and span direction; framing must comply with CBC 2320.12. 42. Show ceiling joist size, grade, spacing and span direction; framing must comply with CBC 2320.12 43. Rafters shall be framed directly opposite each other at the ridge. There shall be a ridge board at least 1" nominal thickness at all ridges and not less in depth than the cut end of the rafter. All valleys and hips shall be a single valley or hip rafter not less than 2" nominal thickness and not less in depth than the cut end of the rafter (CBC 2320.12.3). 44. Provide rafter ties where ceiling joist and rafters are not parallel. Use rafter cross ties at 4' on center maximum and in lower 1/3 of rafter per CBC 2320.12.6 45. When the roof slope is less than 3:12, members supporting rafters and ceiling joists, such as ridge board, hips and valleys shall be designed as beams (CBC 2320.12.1).
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46. Show type of roof covering and roof sheathing. 47. Show location and dimension of attic access per CBC 1505. If mechanical equipment is located in attic, provide a 30" x 30" minimum (22" x 30" if equipment can be removed through the opening) attic access per UMC 319.3. 48. Provide attic ventilation such that the net free area shall not be less than 1/150th of the area for the space being ventilated. Show the size and number of vents to be used along with the square footage of attic area to be vented to comply with CBC 1505. For enclosed rafter spaces show the size and number of openings to be used at each end. A minimum of 1" air space shall be provided between insulation and the roof sheathing. 49. Provide skylight-framing details and show compliance to CBC 2409. Show location of skylight(s) on floor plan, elevations and roof framing plan. 50. Show connection, support, and size of the following: - Second story roof rafters to first story walls. - Rafters to ledger. - Multi hips, valleys, ridge connections. - Show support of beams, Glu-Lam, etc. 51. Add note to plans: Provide mill certificate of Glu-Lam to field inspector at time of frame inspection. 52. Provide vaulted, coffered, dropped and fur down ceiling framing plans. 53. When California Framing, provide a strip of ¾" minimum thickness material full width of the rafter cut flat on top of the lower sheathing as a valley to carry and distribute the load. Indicate this requirement on the plans. 54. Show on truss calculations all additional loads to be placed on truss (i.e.: California framing, mechanical equipment, storage use, etc.). 55. Truss layout plan must show layout difference for attic access or other variances of spacing where applicable (i.e.: extra spacing for 30" x 30"). 56. Provide Simpson STC truss clips at non-bearing walls and Simpson H truss clips at bearing walls as specified by engineer. Specified clips must be included with the engineer's truss calculations. 57. If truss roof assembly is to have something other than plywood roof sheathing, provide method and calculations for providing lateral bracing of truss roof assembly. Dimension all overhands. 58. Provide structural calculations for the following items: heavy or unusually loaded beams, Glu-Lam, etc. <u>Stairways</u> 59. Show stairway detail. Show the following (per CBC 1003.3.3). - Minimum width of stairways shall not be less than 36" - Maximum rise of steps is 8". - Minimum run of steps is 9". - Minimum headroom clearance of 6'8" and minimum width is 36". - Handrails to be placed not less than 34" or more than 38" above the nosing of treads. - The handgrip portion of handrails shall be not less than 1 ¼" nor more than 2" in cross sectional dimension. Handrail ends shall be returned or shall terminate in newel posts or safety terminals.	60. Check CBC 1003.3.3.8 for circular, spiral and winding stair requirements. 61. Provide 1-hour fire protection on walls and ceilings of enclosed usable space under stairs per CBC 1003.3.3.9. 62. If pre-fabricated stairs are to be used, submit manufacturers' specifications and plans to the building department prior to issuance of permit. <u>Decks</u> 63. If the deck is over 30' above grade or floor, provide detail showing the following: - Complete framing plan. - Guardrail connections. - Provide guardrail having a minimum height of 36". - Open guardrails shall have intermediate rails or an ornamental pattern such that a sphere 4" in diameter cannot pass through. See CBC 509 for complete requirements for guardrails 64. Provide treated wood, redwood, or other weather and structural pest resistant material at exposed decks and stairs per CBC 2306.12. 65. Specify treated post or elevate all exterior posts 1" above concrete per CBC 2306.5 <u>Garage and Carport</u> 66. Garage and carport floor surfaces shall be non-combustible or asphaltic pavement per CBC 312.5. Specify on the plans the floor surface material. 67. Openings are not allowed from the garage into sleeping area. 68. Provide a 1-hour fire resistive separation between garage and dwelling per CBC 302.4: - Common walls between garage and dwelling (from floor to roof sheathing) and any other garage walls if supporting a floor over the garage shall have 5/8" type X sheet rock installed on garage side. If common floor/ceiling between garage and dwelling unit, provide the following: 1 layer 5/8" type X sheet rock on garage side if floor members are 16" on center. 2 layers 5/8" type X sheet rock on garage side if floor members are 24" on center. - All structural members supporting living space over garage must be protected by 1-hour fire resistive construction, i.e.: post, beams, Glue-Lam, columns, etc. If garage ceiling is to be 1-hour fire resistive, provide the following: 1 layer 5/8" type X sheet rock on garage side if 2 x joist is 16" on center, and 2 layers if 2 x joist is 24" on center. - Note that attic access cannot be located in a 1-hour fire resistive garage ceiling. 69. Provide protection for gas appliances located in garage per UMC 308. 70. Provide platform for gas appliances installed in a garage when a glow, spark or flame is generated. The glow, spark or flame is to be located a minimum of 18" above floor per UMC 308.2. 71. Provide a self-closing, tight-fitting solid wood door, 1 3/8" in thickness between garage and dwelling, per CBC 302.4. <u>Light, Ventilation and Minimum Room Dimensions</u> 72. Show location and dimension of all windows. 73. Show operable portion of all windows or label as fixed windows. 74. Provide tempered glass at all hazardous locations per CBC 2406.
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75. Habitable rooms other than a kitchen shall not be less than 7' in any dimension per CBC 310.6. 76. Show or specify all ceiling heights. Minimum ceiling height is 7'6" in habitable and 7'0" in kitchens, halls, bathrooms and toilet compartments. Sloped ceiling 7'6" for a minimum of 50% of room areas per CBC 310.6.1 77. Provide exterior opening for natural light not less than 1/10 of the floor area or less than 10 sq. ft. per CBC 1203. 78. Provide natural ventilation of not less than 1/20 of the floor area or less than 5 sq. ft. per CBC 1203.3 79. Provide bath and laundry room areas with natural or mechanical ventilation per CBC 1205. 80. Provide at least one operable window or door, approved for emergency escape or rescue which shall open directly into a public street, public alley, yard or exit court, for every sleeping room below the fourth story per CBC 310.4. Opening shall comply with the following: - Maximum finished sill height of not more than 44" above the floor. - Shall have a minimum net clear operable area of 5.7 sq. ft. - The minimum net clear operable height dimension shall be 24". - The minimum net clear operable width dimension shall be 20". <u>Mechanical</u> 81. Provide vent for clothes dryer to the outside and show compliance to length limitation per UMC 504.3 82. Indicate the location of FAU and AC units. 83. Indicate the size and location of combustion air vents per UMC Chapter 2. Note that all combustion air source is to be from the outside. 84. Dimension FAU door size and show walls to be insulated and sheet rock and door to be tight-fitting and weather-stripped. 85. Provide 30" working space in front of gas appliances per UMC 305.2 86. If a warm-air furnace is installed in the attic, show the following: (per UMC 319) - Opening and passageway not less than 30" x 30" continuous from the opening to the furnace and its controls. - The distance from the passageway access to furnace shall not exceed 20' measured along the centerline of the passageway. - The passageway shall be unobstructed and shall have continuous solid flooring not less than 24" wide from entrance opening to the furnace. - Provide a level working platform not less than 30" in depth in front of the entire firebox side. - Provide a permanent electric outlet and lighting fixture controlled by a switch located at the required passageway opening at or near the furnace.	<u>Plumbing</u> 87. Show type of wall protection at shower per CBC 807.1.3 or show fiberglass shower. 88. Specify tempered glass for shower/tub doors and enclosures. 89. Provide a minimum width of water closet space to be not less than 30", (15" from center to each side) minimum clear space in front of water closet must be 24" per CBC 2904. 90. Shower shall comply with CBC 1115B.6.2 and CPC 1505. <u>Electrical</u> 91. All electrical receptacles per NEC 210-52. - Receptacle shall be installed in any wall space 24" or wider. - Receptacles must be installed so that no point along the floor line in any wall space is more than 6' - In kitchen and dining areas of dwelling units, a receptacle outlet shall be installed at each counter space wider than 12" and spaced no more than 24" on center to service the counter. - In bathrooms, at least one wall receptacle outlet shall be installed adjacent to the basin. - Two receptacle outlets, accessible at grade level, shall be installed outdoors, one in the front of the building and one at the back of the building. - In dwelling units, at least one receptacle outlet shall be installed for the laundry in addition to the appliance receptacles. 92. Provide a switch-operated light in every habitable room per NEC 210-70. 93. Show compliance to NEC 410-8 for lights installed in clothes closets. Fixtures must be 12" from the nearest point of storage. 94. Show location and size of electric service panel. 95. Provide smoke detector for each floor with a sleeping area and in each room used for sleeping per CBC 310.9.1.4. 96. Provide electrical receptacles installed in bathrooms, garage, within 6' of the kitchen sink, and exterior with grade level access with GFCI protection per NEC 210-8.
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4. Application processing

Building permit applications with the required deposit (see current UAC Building Permit Fees) and information will be submitted at the City Clerk's Office, and upon review for completeness a log number will be assigned and the transaction will be entered into the Building Permit Application Log.

Where land use questions may be an issue, the submitted application and data will be forwarded to the City Planner for a land use compliance review. This procedure may require 3 to 5 days depending upon information available.

Provided the application is not returned to the applicant by the City Planner due to non-compliance with the City's planning regulations or lack of information, the submitted application and data will be forwarded to the Plan Checker for plan review.

Upon completion of the plan review, a plans correction sheet will be prepared by the Plan Checker. Deficiencies noted on the plans correction sheet must be corrected and plans resubmitted for final plan review approval prior to issuance of the building permit.

Inquiries regarding status of the above process should be made to the City Clerk. All applications must include the name and number of a contact person who is capable of answering questions regarding the intended construction.

PRE-CONSTRUCTION PROCESS

The Plan Checker and/or City Engineer uses the following form to evaluate the project:

**CITY OF FERNDALE
PRE-CONSTRUCTION FORM
BUILDING PERMIT & GRADING PERMIT**

OWNERS NAME		AP#	
SITE ADDRESS			
ADDITION	NEW	DEMOLISH	MOBILE
COMMERCIAL	OTHER	PLAN CHECKER JOB #	
Examine Site for:		Pre-construction	Grading Permit
Date Received:		Date Inspected:	
PRE-CONSTRUCTION			
Site has obvious fill	No	Yes	
Does material appear to be expansive	No	Yes	
Key map is required for locating site	No	Yes	
Site is on land with slope greater than 15%	No	Yes	

Grading permit required (see reverse side for requirements)	No	Yes
Site has natural water course	No	Yes
Site has good surface drainage	Yes	No
Contours are required for clarification of the plot plan	No	Yes
Site requires engineering (make notes on reverse side)	No	Yes
Trees must be removed	No	Yes
Improved road section at site is 40 ft. or greater	Yes	No
Other problems exist (make notes on reverse side)	No	Yes

ROAD ENCROACHMENT

Sidewalk, curb, & gutter is existing	Yes	No
Ingress/egress: unobstructed view of traffic/pedestrians	Yes	No
Gutter elevation control may be required	No	Yes
Details on plot plan are complete	Yes	No
Driveway access incline/decline is greater than 10%	No	Yes
Are there existing culverts	No	Yes
Are the culverts adequate for proper drainage	Yes	No
Parking: at least 1 off street	Yes	No
City road at driveway access is paved	Yes	No
Existing private road is paved	Yes	No
Private drive requires grading permit	No	Yes

UTILITIES

City sewer available	Yes	No
New sewer lateral/mainline extension required	No	Yes
Community water available (contact Water Company)	Yes	No
New water lateral/mainline extension required	No	Yes
Electricity is available	Yes	No

PLANNING

Adjoining property will be adversely effected		No	Yes
Plot plan accurately represents the sites physical features		Yes	No
Planner hold file checked prior to site visit		Yes	No
Site is within the FEMA Floodplain	?	No	Yes

GRADING PERMIT REQD. IF: Excavation will result in unsupported height >5'; Excavation >2' deep; Cuts creating slopes > 1 vert:1.5 horz; Fill supporting structures >1' and/or placed on slopes > 20%; Fills > 3' & not supporting structures; Fill > 50 cu. yd.

COMMENTS:

INSPECTION PROCESS

1. New Construction – The following inspections are generally made on new construction projects:
 - a. Foundation forms, utility location (rough-in) prior to pour.
 - b. Setbacks, excavations, fill, etc.
 - c. Other pre-construction (as required).
 - d. Concrete pours including foundation and slabs.
 - e. Under floor (rough-in).
 - f. Framing, structural
 - g. Rough-in plumbing and electrical
 - h. Exterior
 - i. Insulation
 - j. Pre-seal for finish
 - k. Final (In case of new construction an inspection by the city will be required before the final inspection.)

Certain projects may require other special inspections which will be determined on a project-by-project basis.

2. Other requirements

Remodeling, additions, repairs, etc. will receive as near as possible a comparable degree of building inspection as applicable.

The most recently adopted edition of the Uniform Codes is the basis for all inspections.

The applicant is responsible for requesting all building inspections. Such request must be made to the City Clerk at least 24 hours in advance of the intended inspection.

A re-inspection fee will be collected when additional inspections are required due to incomplete work, work which is covered prior to inspection (and which the covering material must be removed to permit inspection), work requiring correction and re-inspection, and other similar situations.

TIME REQUIRED FOR PROCESSING

The building plan review process by the Plan Checker may require from 1 to 6 weeks, depending upon the completeness and usability of information submitted by the applicant and the complexity of the intended building.

FEES

Valuation of the proposed work will be determined using the most current “Building Valuation Data” as issued by the International Conference of Building Officials (ICBO). Permit fees will be based on the determined valuation.

A plan check fee as determined by the most current adopted edition of the Uniform Administrative Code will be charged in addition to a permit fee. A percentage of the plan check fee will be paid as

a deposit when the permit application is submitted to the City Clerk. The remainder of the plan check fee plus the permit fees will be paid when the permit is issued.

Other fees that may or will be assessed on the building permit are: Planner's fee (\$30); Strong Motion Instrumentation and Seismic Hazard Mapping fee (State Mandated) (value x .00021); Drainage fee (Ordinance 94-01) (varies from \$0.36 to \$0.50 per square foot); sewer fee (Ordinance 04-03) (varies on the type of connection).

Fees shall be paid to the City Clerk. Checks shall be made payable to the "City of Ferndale".

City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. A deposit is required to cover City consultant staff time which will be billed to the applicant at prevailing hourly labor rates. Applicants may be required to make additional deposits in instances where processing costs exceed initial deposit amounts.

A School Facilities Fee may also be due directly to the Ferndale Unified School District; applicants should call the School (786-4900) to find out an estimate for this as it is based on the square footage of the project.

Completion and payment of a School fee Compliance form is required before the City can issue a building permit

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, phone Ferndale City Hall at (707) 786-4224 or email cityclerk@ci.ferndale.ca.us.

SUBMITTAL REQUIREMENTS

1. Building Permit Application – signed
2. Corrections; Letter of Permission / Requirements for Building Permit Applicants – signed
3. Construction Plan Checklist – signed
4. Plot Plan Checklist
5. Legal Description of parcel
6. General – Plans, specifications, engineering calculations, certifications, and/or other data required by the Building Official.
7. School Facilities Fee Compliance Form

8. Other documents that may need to be submitted:

- a. Certification of compliance with provisions of California Energy Regulations. Submit supporting documentation to show compliance with Title 14 of California Administrative Code.
- b. Soils and/or Engineering Geology Report. A Report prepared by a registered engineer or licensed geologist may be required by local regulation for development in areas of poor drainage or slope stability hazard. This determination will be made by the City Engineer.(Applications for new construction only.)
- c. Grading and/or Drainage Plan. A plan in report format prepared by a registered engineer may be required describing any alterations to landforms or drainages to result from site development. This determination will be made by the City Engineer. A grading permit may be required if the fill or grading work becomes subject to Chapter 70 of the Uniform Building Code. (Applications for new construction only.)
- d. Other information. Where deemed necessary by the Building Official to permit complete plan review, the City may request additional information from the applicant such as truss calculations with wet stamp and signatures of licensed person and structural calculations for bearing posts not provided for by UBC.

NOTES:

All plans shall be drawn to scale upon substantial paper and shall be of sufficient clarity to indicate the nature and extent of the work proposed. Be sure to indicate the scale of plan drawings (e.g., $\frac{1}{4}'' = 1'$).

One application will cover building, electrical, plumbing and mechanical work. Fees for each permit category will be collected in accordance with the Uniform Administrative Code.

Licensed architects or engineers are required to prepare plans on complex dwellings, apartment buildings and commercial structures.

State law requires that the person preparing them sign all plans. All work done by licensed professionals shall be stamped and signed on each sheet of the plans or design calculations. Permits are issued only to property owners and licensed contractors.

The foregoing is not a complete list but is intended to provide an outline of data commonly required for building permit application. Questions regarding specific projects should be directed to the City Planner or Plan Checker through the office of the City Clerk.