



PERMIT APPLICATION
Residential - Check List
Single Family - Duplex

Incomplete application packages **WILL NOT BE ACCEPTED.** Submitted plans are to reflect actual construction.
REVERSE PLANS WILL NOT BE ACCEPTED

- ___ 1. **PLAN REVIEW FEE:** To be paid at time of application.
- ___ 2. **PERMIT APPLICATION FORM:** Filled out with all pertinent information and signed by the applicant.
- ___ 3. **CONTRACTOR:** Permit is only issued to the property owner or a State of California licensed Contractor.
- ___ 4. **USING SUB-CONTRACTORS:** Yes _____ No _____
- ___ 5. **PLOT PLAN:** *(Three copies)* Plot plan drawn to scale **SHALL BE** submitted on **8 1/2 by 11** inch paper. Indicate ALL existing and proposed structures on the lot with actual and/or proposed distance to all property lines. (For new single family dwelling or new attached and detached garage show existing curb, gutter, driveway or proposed driveway, utility locations and street tree location.)
- ___ 6. **REQUIRED INFORMATION:** Indicate on the cover sheet or sheet 1 of the plans the name of the legal owner of the property, and the name of the person responsible for the preparation of the plans. Specify the gross floor area of all portions of the project, including: dwelling, garage, carport, patio, etc.
- ___ 7. **FLOOR PLAN:** *(Four copies)*. (For interior remodels: Provide existing floor plan and proposed floor plans)
- ___ 8. **ELEVATIONS:** *(Three copies)* Show four (4) orientations.
- ___ 9. **ELECTRICAL PLAN:** *(Three copies)*
- ___ 10. **PLUMBING PLAN:** *(Three copies)* Submit gas line sizing if more than 3 gas appliances. Submit water line sizing if more than two bathrooms or floor area exceeds 1800 sq. ft.
- ___ 11. **MECHANICAL PLAN:** *(Three copies required)*
- ___ 12. **FOUNDATION PLAN:** *(Three copies required)*
- ___ 13. **FRAMING PLAN:** *(Three copies required)* Floor, Ceiling, Wall, and Roof.
- ___ 14. **TRUSS PLANS & CALCULATIONS:** *(Two copies)* Include Truss layout and Engineer **WET SIGNATURE** on all documents
- ___ 15. **A. ENGINEER CALCULATIONS:** *(Two copies)* Engineer **WET SIGNATURE** on all documents, **or**
B. CONVENTIONAL CONSTRUCTION DESIGN: *(Two copies)* The conventional construction design shall show the location of all braced wall lines and the location and type of all braced wall panels.
- ___ 16. **ENERGY CALCULATIONS:** *(Two copies)*

**** **COMMENTS** ****

APPLICATION ACCEPTED BY: _____ DATE: _____