



PERMIT APPLICATION REQUIREMENTS FOR: SINGLE-FAMILY RESIDENCE

To obtain a permit for a single-family residence, please fill out a ***building permit application, two (2) sets of drawings and engineering/calculations with CD*** submitted after correction to plan review of the following (inked, photo copied or blueprinted):

1) **PRE-FOUNDATION (Pre-Pad) COMPLIANCE LETTER**, lot specific, from a geotechnical engineering firm with engineering stamp and signature. **NOT the Soils Report**. BUILDING PLANS WILL NOT BE REVIEWED WITHOUT THIS DOCUMENT!

2) **WET STAMPED ENGINEERED DRAWINGS/DETAILS** (lot specific) for:

- A) **Foundation Systems** other than conventional slab on grade;
- B) **Venting Systems** for pier homes
- C) **SHEAR WALLS for Non-Conventional Construction homes over 1,800 sq ft.**

3) **CONSTRUCTION PLANS TO INCLUDE THE FOLLOWING:**

A) **Plot/Site Plan - Minimum Setback Requirements: Front - 25', Sides - 8' & 12', Rear - 10'**

- 1) Location of all property lines and names of streets adjoining property
- 2) Lot size and a North arrow;
- 3) Location and footprint of proposed building and distances (setbacks) to the property lines;
- 4) Location of known utilities and/or other easements, water courses, washes or ditches, or if the property is located in a flood plain
- 5) Finished Floor Elevations and Property line Elevations
- 6) NOI (Notice of Intent – Storm Water)
- 7) Landscape Plan and Revegetation Plan

B) **Front, Rear, Left Side, Right Side Elevations -**

- 1) Exterior covering (stucco, siding, brick, etc.)
- 2) Roof pitch
- 3) Roof covering (concrete tile, asphalt shingles, etc.)
- 4) Attic Ventilation calculation
- 5) Overall height of building and stories

C) **Foundation Plan -**

- 1) Footings (exterior, interior, spot)
- 2) Slabs (patio, porch) and stem walls, basement walls
- 3) Thickness of slab, slope of garage floor, etc.
- 4) Location of all holddowns
- 5) SHEAR WALL DESIGN (anchors, straps, holddowns, etc.)

D) **Floor Plan -**

- 1) All rooms and dimensions
- 2) Window location and sizes

- 3) Door & window headers and beam sizes
- 4) Location of plumbing fixtures
- 5) Furnace & water heater locations
- 6) Attic or under floor access location
- 7) Designate total square footage of house and total square footage of garage

E) Electrical Plan -

- 1) Location of all electric outlets, switches, lights, GFCI outlets, smoke detectors, and arch fault outlets
- 2) Service Panel Location & UFER ground
- 3) HVAC Load Calculation & Design Plan

F) Floor Framing Plan-

- 1) Location and sizes of beams
- 2) Joist spacing

G) Roof Framing Plan-

- 1) Location and sizes of rafters, trusses, girders, etc.
- 2) Truss calculations with wet seal and signature provided at plan review
- 3) Truss layout sheet at plan submittal

H) General Information Sheet – including:

- 1) Wall cross sections (typical single story, 2-story, basement), size and spacing of studs, size of sill plates and type of wood (redwood, pressure treated), size and spacing of anchor bolts, thickness of roof sheathing, truss blocking, etc.
- 2) Insulation (type and R factor or Res-check)
- 3) General Notes for:
 - a) Plumbing
 - b) Mechanical
 - c) Electrical
 - d) Floor Plan
 - e) Wall Sections
 - f) Elevations
 - g) Foundation Plan
 - h) Footings
 - i) SHEAR PANEL DETAILS (with equivalent staples table) & LEGEND

4) SOME BUILDINGS MAY REQUIRE STRUCTURAL ENGINEERING & CALCS SUPPLIED BY AN ENGINEER

A) All homes in flood plain will need an Elevation Certificate

My signature below indicates that I have carefully reviewed the plans and verified that all of the items above have been included. I have checked each item or indicated N/A for items that do not apply and have insured the plans and SUBMITTAL are complete.

Prior to receiving a C/O you must produce copies of

1. Letter of compliance from a Geotechnical Firm for retaining and/or stacked Rock Walls (if applicable)
2. Backflow Prevention Form
3. Builders Insulation Certificate
4. Stucco Installation Certificate
5. Energy Compliance Sheet as per 2006 IRC posted in home
6. Appliance Adjustment Verification Form

If you need assistance from a building inspector, please make an appointment so we can spend some time with you to answer questions.