



# Residential Permit Application Checklist

## **Residential Construction. Please submit the following;**

- 1) **Residential Permit Application Form.**
- 2) Owner-Builder verification form (if owner as General Contractor).
- 3) **2 plot plans** and complete the **Residential Zoning Checklist** form.
- 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) **Green Points Checklist** completed to show the number of Green Points you project earns.
- 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 for **Title 24** if adding floor area.
- 4) **2 plot plans** and completion of the **Residential Zoning Checklist.**
- 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) **Green Points Checklist** completed to show the number of Green Points you project earns.
- 8) **Universal Design Checklist:** if there is substantial change to entry, bathroom, hallway, etc.

Any Questions? Call the Building Department at (530)757-5610 and ask  
C:\Documents and Settings\sbutterfield\Local Settings\Temporary Internet  
Files\Content.Outlook\LENAVKRJ\Residential\_Permit\_Application\_Checklist.doc.