



Building Permit Submittal Checklist

New Single Family Dwellings and major remodels

- 4 sets of architectural drawings, including site plans**
- If located in FEMA Flood Zone A, Flood Elevation Certificate**, complete Sections A, B and D
- 2 sets of Energy Compliance** (Forms CF-1R and MF-1R - must be reproduced on plan sheets)
- 2 sets of Structural Calculations** (For portions of project required to be designed under the California Building Code, (CBC))
- 3 sets of Soils Investigation Report**
- 2010 California Green Standards Mandatory Features** checklist (new Single Family Dwelling only)
- First page of each set will include Planning Conditions and Scope of Work**
- 3 sets of the Erosion Control Plan**
(For work scheduled between October 15 and April 15)
- Tree Protection Plan** (if required)

Interior House Remodel

- 4 sets of plans, including site plans, architectural drawings and structural plans**
- First page of each set will include Planning Conditions** (if applicable) **and Scope of Work**
- 2 sets of Energy Compliance forms CF-1R ALT and MF-1R** (Must be reproduced on plan sheets)
- 2 sets of Structural Calculations** (For portions of project required to be designed under CBC)

Residential Deck Only

- 4 sets of plans, including Architectural, Structural and Site plans
- Smoke Alarm and Carbon Monoxide Alarm installation/verification
- Tree Protection Plan (If required) (For work scheduled between October 15 and April 15)

Kitchen or Bath Remodel

- 4 sets of floor plan showing where kitchen or bath is located
- 4 sets of drawings showing the “existing” and the “proposed” kitchen or bath
- Smoke Alarm and Carbon Monoxide Alarm installation/verification
- Kitchen Lighting Table (b) from Energy Form CF-6R LTG-01

Residential Swimming Pools and Spas (including upgrades/repairs)

- 4 sets of plans, including site plans
- 3 sets of the Erosion Control Plan (For work scheduled between October 15 and April 15)
- 2 sets of Structural Calculations (If not a stock plan already on file with the Town)
- 3 sets of Soils investigation report (New pools)
- Proof consumer has been given notice of the Health and Safety Code Section 18942(b) and CBC 3109 requirements
- Tree Protection Plan (If required)

Ancillary Structures

- 4 sets of plans, including site plans
- Tree Protection Plan (If required)

Residential Photovoltaic/Solar Systems (5 KW or less)

- 4 sets of plans, including site plans, plans shall specify
 1. Conductor wiring methods and insulation rating, system and solar panel grounding methods as per inverter and solar panel manufacturer's listings, and PV system DC and AC disconnects.
 2. Signage. (on panel(s), disconnects and transmission line conductors)

3. Placement of equipment and modules with associated access and pathways.
4. Equipment type, listing and testing agency approvals.
5. Panel attachment details.