



CITY OF WILLOWS COMMUNITY DEVELOPMENT DEPARTMENT

201 N. Lassen Street Willows, CA 95988

(530) 934-7041

FAX (530) 934-7402

BUILDING PERMIT APPLICATION COMPLETENESS CHECKLIST

This checklist is provided as a guide for the *minimum requirements* for all building permit submittals. Additional materials/information may be required to show in detail that it will conform to the provisions of the code and all relevant laws, ordinances, rules and regulations.

The City does not provide plan drawing or designing services, but we do provide information to assist you in meeting City standards for approval. For very small projects not requiring engineering you may prepare your own drawings, provided they are clear, drawn-to-scale and include the details and information needed for approval. If you are unfamiliar with code requirements and drawing plans, you should contact a draftsman, architect or engineer for this service.

Construction Plans: Provide three (3) **complete** sets of plans. A complete set of plans includes all of the required information as specified as below. All plans must be legible and **shall** be drawn to a recognized scale (i.e. 1/4" = 1'). Energy calculations are required for all new/conditioned space. Engineering is required for all structures which do not conform to the Conventional Light-Frame Construction provisions of the California Building Code. This includes most structures without walls such as covered patios, carports, metal, concrete, and masonry structures. **Incomplete plans will not be accepted.** A **plan check fee** will be required to be paid at the time of plan submittal.

1. **Other agency approvals** – All applicable approvals from other departments/agencies **must be obtained prior** to building permit issuance.
2. **Completed building permit application** – Please **fill out your application completely**. Describe **in detail** your project on the description lines provided. Make sure to sign and date your application.
3. **Site plan** – (Sample provided). Show all structures. **Structures include** accessory buildings, decks, pools, pool equipment, spas, sheds, propane gas tanks, etc. Include sizes of **all structures**, both **existing and proposed**. Show easements if any.
4. **Foundation plan** – Show all footings and piers, with typical cross sections. Show reinforcing steel, anchor bolt size and spacing, footing depth below grade, etc.
5. **Floor plan** – Label all rooms, show all room sizes, windows and door sizes with dimensions.
6. **Framing details and sections** – Show sections through structure indicating footing, wall, floor, and roof construction. Specify type and grade of materials, spacing of framing members, rafters, ceiling joist, floor joist, truss layout calculations, and roof pitch.
7. **Electrical details** – Show all light fixtures, plugs, switches, meter panels, sub-panels, appliances, etc.
8. **Plumbing details** – show water heaters, sinks, dishwashers, hose bibs, water softeners, gas meters, etc.
9. **Mechanical details** – Show furnaces, exhaust fans, air conditioning condensers, etc.
10. **Elevations** – Show the appearance of all exterior walls, roofs, doors, windows, and indicate the materials to be used.
11. **Energy calculations** and mandatory features for climate zone 11.
12. **Structural plans** and calculations as required.
13. **Fire sprinkler** compliance documentation.
14. **Green building** code compliance documentation.
15. **Soils Report**
16. **Seismic Design Category (SDC)**
17. **Flood Elevation Certificate** – The pre-construction flood elevation certificate shall be required at time of plan submittal.
18. **Impact fees** shall be paid prior to building permit issuance.
19. **School fees** shall be paid prior to building permit issuance.
20. **Sewer connection** fees shall be paid prior to building permit issuance.
21. **Other documents** as required.

Licensed architects or engineers are required to prepare plans on complex dwellings, apartments, commercial structures (including food service) and industrial occupancies.

State law requires that all plans be signed by the person responsible for preparing them. Permits are issued only to property owners and/or licensed contractors.

Sample Site Plan

The site plan **MUST** be at least 8 ½ x 11, reproducible drawing showing all details.

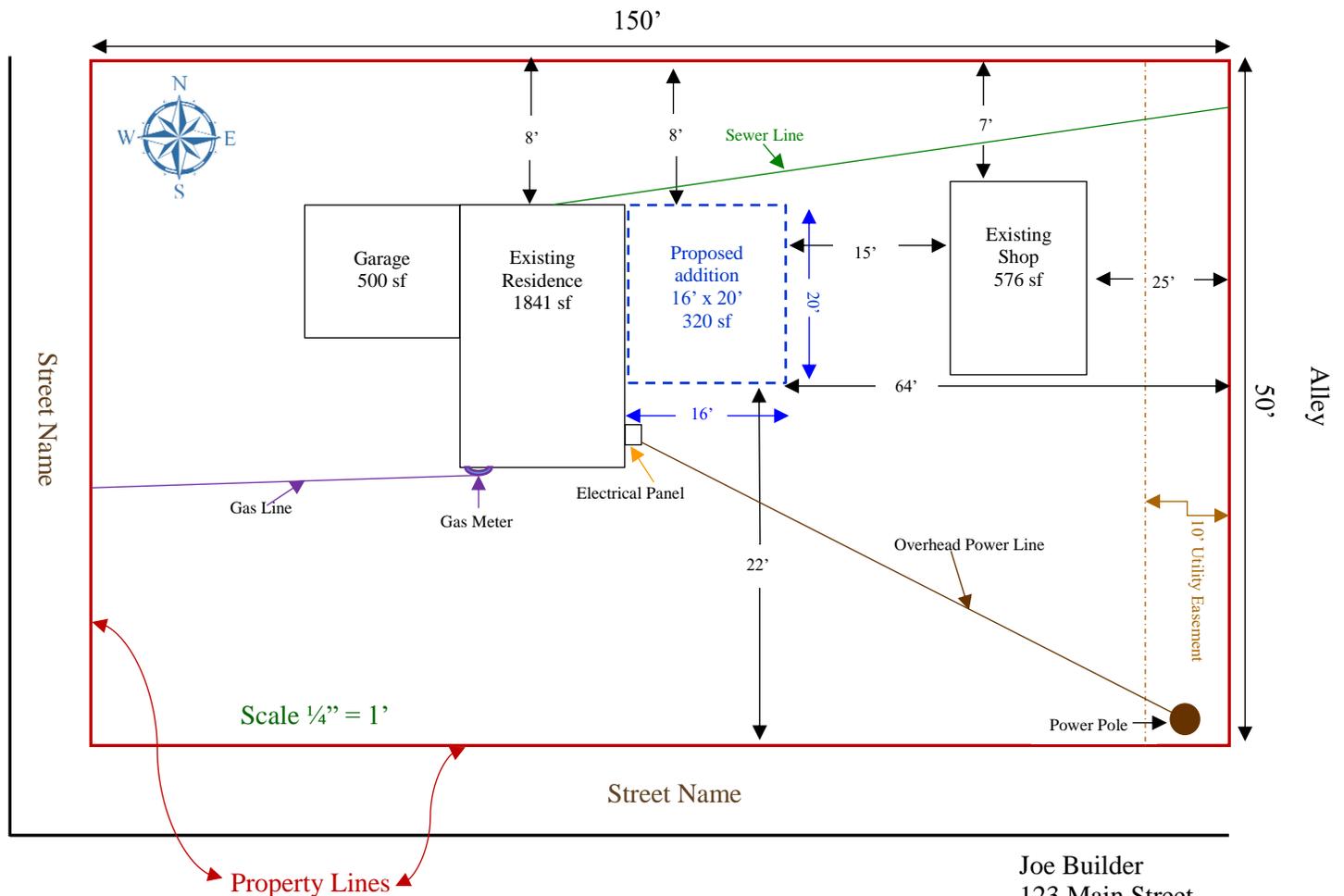
SITE PLAN **MUST** SHOW:

- * North direction, scale and street names.
- * Location and distance between proposed and existing structures. **Structures include** accessory buildings, decks, pools, pool equipment, spas, sheds, propane gas tanks, etc.
- * Building setbacks from **all** property lines. Setbacks vary by zoning district.
- * Location of sewage systems (proposed or existing), water supply or well location if applicable.
- * All easements if any (road or utility).
- * Overhead/underground electric utility lines (proposed or existing).
- * Underground gas utility lines (proposed or existing).
- * Name of property owner and address of proposed project.
- * Assessor's Parcel Number (APN).

NOTE: The sample site plan show below has been prepared for your convenience. Its purpose is to illustrate the type of information required for a building plan submittal for new construction. A site plan such as this is required to obtain a building permit.

The site plan shall be drawn to scale. This will enable us to determine the size of all structures on the property, existing or proposed. The distances should be show between all buildings.

Make a complete plan even if you are only building an addition to an existing building. Show accessory buildings as well as the proposed addition, as this is important in determining your compliance with lot coverage regulations.



Joe Builder
123 Main Street
Somewhere, CA 99999
APN# 001-021-005