



# city of san luis obispo

Building & Safety Division • 919 Palm Street • San Luis Obispo, CA 93401-3218  
(805) 781-7180 • (805) 781-7182 Fax • www.slocity.org

## construction application checklist minor residential project

Projects include, but not limited to:

- One or two unit dwellings;
- Interior remodels;
- Additions less than 500 square feet; garages; sheds.
- Four week initial plan review; two weeks for subsequent reviews.
- Minimum 11"x17" plan size.
- Visit [www.slocity.org](http://www.slocity.org) for more information.

This checklist is intended to provide the applicant with a guideline of what will be required in this permit application package. **Incomplete submittals will not be accepted.** Feel free to contact Building and Safety Division staff with questions or concerns.

Project Address: \_\_\_\_\_ Sprinklered (y/n) \_\_\_\_\_

Project Description: \_\_\_\_\_

Planning Approvals: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

### I. Submittal Documents:

<u>Required</u>	<u>Provided</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Acknowledgement & Verification Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Three Sets of Plans; ¼ Inch Scale Preferred
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduced Copy of Dimensioned Floor Plan for County Assessor (8 ½" x 11")

### II. Supporting Documents (2 copies of each)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Compliance Documentation
<input type="checkbox"/>	<input type="checkbox"/>	Structural Calculations
<input type="checkbox"/>	<input type="checkbox"/>	Truss Plan and Calculations (Must be reviewed by Project Engineer prior to submittal)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Soils Investigation
<input type="checkbox"/>	<input type="checkbox"/>	CDD Recycling Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Pollution Control Plan (WPCP)/Storm Water Pollution Protection Plan (SWPPP)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post Construction Stormwater Control Plan Template
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Report

### III. Plan Content: (Three sets of plans) A set of plans shall include required information as indicated below, drawn to scale, fully dimensioned, and packaged together as a plan set. (See reverse for more detail regarding plan content.)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Data
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan(s) Existing & Proposed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Plans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical, Mechanical and Plumbing Plan(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grading/Draining Plan (Not required for Alterations and Remodels)
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Plan (Only if Fire System Currently Exists)
<input type="checkbox"/>	<input type="checkbox"/>	Flood Proofing/Elevation Certification for Projects Located in Flood Zones (For more information contact the Public Works Department at 805-781-7015)

# minor residential project plan content

## A. Project Data on plans:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Owner's Name and Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Address and Number
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupancy Classification (R3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zoning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Stories
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Compliance Documentation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	List of Current Codes that apply to project
<input type="checkbox"/>	<input type="checkbox"/>	Historic Nature of Property

## B. Site Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow/Scale or Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vicinity Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Set-Back Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing On-site Trees (Trunk, Diameter, Species)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Existing and/or Proposed Street Trees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frontage Improvements (Existing and Proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Utility Services (Existing and Proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Site Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	Lot Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing & Proposed Grades (City Datum)
<input type="checkbox"/>	<input type="checkbox"/>	Contours or Spot Elevations (City Datum)
<input type="checkbox"/>	<input type="checkbox"/>	Finished Floor Elevation (City Datum)
<input type="checkbox"/>	<input type="checkbox"/>	Retaining Walls

## C. Floor Plan(s):

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Room Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Window Sizes/Locations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Door Sizes/Locations

## D. Foundation Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Footing Size/Dimensions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Footing Reinforcement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anchor Bolt Placement Hold Down & Hardware
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slab Reinforcement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note Regarding Special Soil Concerns

## E. Structural Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor & Roof Framing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Framing Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shear Wall Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Framing Details
<input type="checkbox"/>	<input type="checkbox"/>	Typical Sections
<input type="checkbox"/>	<input type="checkbox"/>	Building Sections
<input type="checkbox"/>	<input type="checkbox"/>	Flood Proofing Details

## F. Electrical, Mechanical & Plumbing Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electric Service Size & Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outlets, Switches, Lights
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HVAC Equipment Location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pipe Sizes & Type of Material
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water Heater Location, Size, Model
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of Smoke and CO Detectors

## G. Grading/Drainage:

Required	Provided	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage Plan & Grading Notes
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Measures
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report Recommendations
<input type="checkbox"/>	<input type="checkbox"/>	Existing & Proposed Contours

## H. Building Elevations:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Height
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wall Covering Material
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof Covering Material/Rating
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof Slope
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Section (Hillsides, Creeks)

## I. Landscape Plan:

		Recycling Water Planning Area – Yes / No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Irrigation Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Back Flow Prevention Device
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location, Size & Species of Trees
<input type="checkbox"/>	<input type="checkbox"/>	Planter Location & Details
<input type="checkbox"/>	<input type="checkbox"/>	Location & Type of Ground Cover

## J. Solid Waste Management:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recycling Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash Enclosure Location & Detail

## K. Fire Protection Plan:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location of Main Electrical/Gas Shutoff
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Hydrants within 300 Feet
<input type="checkbox"/>	<input type="checkbox"/>	Fire Department Notes

I certify that plans submitted comply with this checklist.

Signature \_\_\_\_\_