



# 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 moderate residential project

Projects include, but not limited to:

- Additions more than 500 square feet;
- Change in occupancy;
- Site grading or disturbed soil areas less than one acre.

- Four week initial plan review; two weeks for subsequent reviews.
- Minimum 24"x36" 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:

Required    Provided

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Structural Calculations   |
| <input checked="" 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 checked="" 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 checked="" 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   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Building Elevations   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Landscape Plan (Must Comply with Water-Efficient Landscape Standards)   |
| <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) |

# moderate residential project plan content

## A. Project Data on plans:

Required    Provided

- Owner's Name and Address
- Street Address
- Occupancy Classification (R3)
- Zoning
- Number of Stories
- Energy Compliance Documentation
- Legal Description
- List of Current Codes that apply to project
- Historic Nature of Property

## B. Site Plan:

- North Arrow/Scale or Dimensions
- Vicinity Map
- Set-Back Dimensions
- Existing On-site Trees (Trunk, Diameter, Species)
- Existing and/or Proposed Street Trees
- Frontage Improvements (Existing and Proposed)
- Utility Services (Existing and Proposed)
- Site Drainage Plan
- Lot Dimensions
- Existing & Proposed Grades (City Datum)
- Contours or Spot Elevations (City Datum)
- Finished Floor Elevation (City Datum)
- Retaining Walls
- Public Water, Sewer, Storm Drains (Size/Location)
- Driveway & Alternative Parking Details

## C. Floor Plan(s):

- Room Dimensions
- Window Sizes/Locations
- Door Sizes/Locations (Hardware Schedule)

## D. Foundation Plan:

- Footing Size/Dimensions
- Footing Reinforcement
- Anchor Bolt Placement Hold Down & Hardware
- Slab Reinforcement
- Note Regarding Special Soil Concerns

## E. Structural Plan:

- Floor & Roof Framing
- Shear Wall Requirements
- Framing Details
- Typical Sections
- Building Sections

## F. Electrical, Mechanical & Plumbing Plan:

- Electric Service Size & Location
- Outlets, Switches, Lights
- HVAC Equipment Location
- Pipe Sizes & Type of Material
- Water Heater Location, Size, Model
- Location of Smoke and CO Detectors
- Panel Schedules

## G. Grading/Drainage:

Required    Provided

- Grading/Drainage Notes
- Erosion Control Measures
- Soils Report Recommendations
- Existing & Proposed Contours
- Benchmark (City Datum)

## H. Building Elevations:

- Building Height
- Wall Covering Material
- Roof Covering Material/Rating
- Roof Slope
- Site Section (Hillsides, Creeks)

## I. Landscape Plan:

Recycling Water Planning Area – Yes / No

- Irrigation Plan
- Back Flow Prevention Device
- Location, Size & Species of Trees
- Planter Location & Details
- Location & Type of Ground Cover

## J. Solid Waste Management:

- Recycling Plan
- Trash Enclosure Location & Detail

## K. Fire Protection Plan:

- Location of Main Electrical/Gas Shutoff
- Fire Hydrants within 300 Feet
- Fire Department Notes

I certify that plans submitted comply with this checklist.

Signature \_\_\_\_\_