



Sutter County
Community Services Department

Building Permit Application Checklist

Required	Received	Section	
<input type="checkbox"/>	<input type="checkbox"/>	(#1)	Plot Plan
<input type="checkbox"/>	<input type="checkbox"/>	(#2)	Construction plans, wet stamped and signed Each set shall include:
<input type="checkbox"/>	<input type="checkbox"/>	(#3)	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	(#4)	Exterior Elevations
<input type="checkbox"/>	<input type="checkbox"/>	(#5)	Foundation and Floor Framing Plan
<input type="checkbox"/>	<input type="checkbox"/>	(#6)	Roof Framing Plan
<input type="checkbox"/>	<input type="checkbox"/>	(#7)	Title 24 Energy Documentation
<input type="checkbox"/>	<input type="checkbox"/>	(#9)	Structural Plans and Calculations
<input type="checkbox"/>	<input type="checkbox"/>		Sprinkler Plan (when required)
<input type="checkbox"/>	<input type="checkbox"/>		Compaction Report (required on all built pads)
<input type="checkbox"/>	<input type="checkbox"/>	(#12)	Fire Department Approval (<i>circle one</i>) <div style="display: flex; justify-content: space-around; padding: 0 20px;"> Sutter County Fire CSA-G/Yuba City </div> <div style="display: flex; justify-content: space-around; padding: 0 20px;"> Sutter Basin Fire Meridian Fire </div>
<input type="checkbox"/>	<input type="checkbox"/>	(#12)	Other Approvals _____
<input type="checkbox"/>	<input type="checkbox"/>		Storm Water Prevention Permit (SWPP)
<input type="checkbox"/>	<input type="checkbox"/>	(#11)	Encroachment Permit
<input type="checkbox"/>	<input type="checkbox"/>	(#13)	Conditions of Approval
<input type="checkbox"/>	<input type="checkbox"/>	(#10)	Signage
<input type="checkbox"/>	<input type="checkbox"/>	(#14)	County Impact Fee
<input type="checkbox"/>	<input type="checkbox"/>	(#15)	School Impact Fee
<input type="checkbox"/>	<input type="checkbox"/>	(#16)	Sewer (new line) Connection Fee



**SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:
COMMERCIAL OR RESIDENTIAL
NEW BUILDINGS, REMODELS AND ADDITIONS**

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional materials may be necessary. Soils reports may be required for new buildings.

1. PLOT PLAN

- A. Plan to be drawn to an engineer's scale. For Example: 1"=10', 1"=20", 1"=30', etc. Paper size not to exceed 11" x 17".
- B. Show **north** arrow.
- C. Title block.
- D. If located in the Sutter Buttes Overlay Zone, show existing and proposed contours at 4' intervals.
- E. Show property lines and lot dimensions. NOTE: Back of sidewalk **may not be** property line, centerline of street may be property line.
- F. Show all existing and proposed structures and the distances between each including accessory buildings, decks, pools, pool equipment, spas, sheds and detached garages. Clearly distinguish between what is existing and what will remain, what is existing and what will be removed and what is proposed as new.
- G. Show existing and proposed front, side and rear setbacks for all floors from the property line to the closest portion of the building.
- H. Show driveways and adjacent streets. Indicate whether street is public or private.
- I. Show existing or proposed path of all utilities: electrical, gas, sewer or septic tank location, storm drains, and water or well location.
- J. Show areas that are or will be surfaced for parking.
- K. If a commercial/industrial project, show the location of all trees 6" diameter breast height (dbh) to be retained or removed in the proposed landscape plan.
- L. Environmental Health Division Requirements (for on-Site Wastewater Disposal Permit). If connecting to public sewer, go to "#3 FLOOR PLANS".
 1. Complete septic permit application (includes date and signature).
 2. Submit drawing (i.e. use engineer scale) showing exact locations of paved areas (both existing and proposed) including driveways, sidewalks, patios, pool decks, etc.
 3. Show all easements, any unpaved areas subject to vehicular traffic, structures (including pools, carport, decks, shops, covered patios, gazebos, etc.).
 4. Show on-site wastewater disposal system (septic tank, sewer lines, cleanouts, leach lines, distribution system, etc.) and 100% disposal field replacement area or Minimum Usable Sewage Disposable Area (MUSDA), if applicable.
 5. If project in Sutter Buttes Overlay Zone, provide 4' contour lines.
 6. Show all well(s), any abandoned well(s), any off-site wells within 100' of subject property, and abandoned wells located less than 150 feet from property lines.
 7. Show any water feature (streams, canals, culverts, ditches, lakes, ponds, cutbanks, man-made cuts, areas subject to flooding, stormwater runoff or inundations), and any body of water (intermittent or perennial) on-site and off-site within 50-feet of the property line.
 8. If applicable, indicate 10-year flood plain and proximity to any structures (for example, inside levee or near body of water).

2. PLANS

Two sets of documents are required for any residential or commercial project. One additional floor plan and elevation drawing are also required for submittal to the Assessor's Office. The person who prepares the plans is required to sign them. Please inquire at the Building Division if there are any further questions concerning submittal requirements for a specific project.

Please note the following:

- A. Title block shall include:
 - a. Project address
 - b. Name of owner
 - c. Date of the plans
 - d. Designer's name and address
 - e. Square feet of existing and or new structures
 - f. Applicable codes
 - g. Occupancy classification and construction type.
- B. Architectural, structural and/or civil plans and documents must be **stamped and wet signed** by the appropriate architect/engineer or original signature of person who drew them (prior to issuance of a building permit).

3. FLOOR PLANS

- A. Plans to be drawn to a recognized scale.
- B. For additions, include floor plan of entire existing structure and proposed addition.
- C. Show dimensions for all rooms, size / height and indicate their use.
- D. Show dimensions for all doors and windows and type of door or window (i.e. casement, slider, awning, fixed, sliding glass door, etc.).
- E. Locate all electrical plugs, lights, switches, all plumbing fixtures and heating appliances.

4. EXTERIOR ELEVATION DRAWINGS

- A. Plans to be drawn to a recognized scale.
- B. Show the appearance of all exterior walls, roofs, doors, windows and indicate the materials to be used.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.
- E. Indicate the roof pitch.

5. FOUNDATION AND FLOOR FRAMING PLANS

- A. Plans to be drawn to a recognized scale.
- B. Show the foundation layout, location, piers, grade beams, tie-in with existing if proposed, hold-downs, strapping and reinforcing steel.
- C. Show the floor construction including floor framing, size spacing, plywood size and floor covering.
- D. Include calculations and specifications for any manufactured floor truss system.
- E. Include calculations for engineered beams.
- F. Show how loads will be transferred to the foundation system.

6. ROOF FRAMING PLANS

- A. Plans to be drawn to a recognized scale.
- B. Show roof pitch, ridges, hips, valleys, joists, rafters, skylights and indicate the size and spacing of the structural members.
- C. Include two sets of truss sheets (one wet signed, one copy). If there is an engineer of record, the truss sheets must be signed by engineer or a letter submitted certifying truss sheets by the engineer of record.

7. TITLE 24 ENERGY DOCUMENTATION

- A. Submit energy calculations for all new construction and additions.
- B. Incorporate compliance forms CF – 1R and MF – 1R into plan pages.
- C. Designer or Owner and Documentation Author to wet sign compliance form.

8. SMOKE DETECTOR REQUIREMENTS

On all plans for additions, interior alterations or interior repairs over \$1,000, the following note will be required:

NOTE: Smoke detectors in each bedroom, in each hall adjacent to a bedroom, and on each floor.

9. STRUCTURAL PLANS AND CALCULATIONS

- A. Continuous foundations are required for 2- and 3-story buildings and decks.
- B. Engineering is required for basement, retaining walls over three (3) feet, and any nonstandard construction.
- C. Engineered design plans are required for any residential building not meeting conventional brace wall requirements.

10. SIGN APPROVALS

- A. The Planning Division shall approve all sign designs.
- B. Show all locations of proposed signs, both wall mount and free standing.
- C. Show cross-sections detailing installation method and how constructed.
- D. Show electrical schematic of power source and conductors to sign equipment.

11. ENCROACHMENT PERMIT (Public Works Department)

Required for all work performed in the right-of-way.

12. OTHER APPROVALS

Where applicable, approvals from other agencies, such as the Feather River Air Quality Management District, Pacific Gas and Electric (PG&E), DWR/Reclamation District and others may be required for your project. Please provide any written documentation or conditions of approval received from any of these agencies.

13. CONDITIONS OF APPROVAL

Where applicable, include PLANNING COMMISSION OR BOARD OF SUPERVISORS NOTICE OF ACTION for all conditions imposed in the approval of a variance, use permit, subdivision, or design review.

14. COUNTY IMPACT FEES

Impact fees are required to be paid **PRIOR TO FINAL INSPECTION.**

15. SCHOOL IMPACT FEES

School impact fees are required to be paid **PRIOR TO ISSUANCE OF A BUILDING PERMIT.**

16. SEWER CONNECTION FEES

Where applicable, sewer connection fees are required to be paid PRIOR to issuance of a building permit.

17. BUILDING INSPECTION REQUESTS

Have the building permit number and address available when you call. When requesting a building inspection you will be required to call 822-7400 (between 7 a.m. and 5 p.m.) at least 24 hours prior to requested inspection time. (NOTE: No building inspection voice message system available).