



City of Woodland

Community Development Department 300 First St, Woodland CA 95695

(530) 661-5820 FAX (530) 406-0832

Request for Inspection 24 Hour Recorder (530) 661-5817

ACCESSORY/GARAGE BUILDING PERMIT

CHECKLIST

THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE SUBMITTED TO THE BUILDING DIVISION BEFORE YOUR APPLICATION CAN BE PROCESSED.

1. One completed Application for Accessory or Garage Building Permit.
2. Three site plans drawn to scale showing property lines, north arrow, easements, (if applicable well, septic tank, leach field) and all existing and proposed structures with distances to property lines and between structures.
3. For conventionally framed wood accessory or garage structures provide three complete sets of the following information (use minimum sized paper 18" x 24"):
 - a. Building elevations (north, south, east, and west views).
 - b. Foundation plan with representative details.
 - c. Wall framing plans including cross sections and sizing details of all members.
 - d. Roof framing plans.
 - e. Truss calculations and layout (wet stamped and signed). If trusses are used.
 - f. Floor plan to indicate proposed room uses, electrical layout, plumbing plan, window, and door locations.
4. For metal buildings, the drawings and calculations are required to be prepared, stamped and wet signed by a California licensed designer. Submit three sets of metal building drawings, foundation drawings, and structural calculations. Include floor plan (see item 3.f).
5. For wood framed structures up to 1,000 square feet, less than 25 foot wide spans between supporting poles, submit two sets of drawings to include those listed under Items 2 and 3.
6. For wood framed structures greater than 1,000 square feet, 25 foot wide span or more between supporting poles, submit two sets of drawings and calculations that are prepared, stamped and signed by a California licensed designer.
7. Section 72 of the Revenue and taxation Code now requires a copy of a complete floor plan of the proposed work to be given to the County Assessor. Therefore, an additional floor plan shall be submitted with all the standard plan submittal requirements.
8. Plan Check Fee

WHO MAY APPLY?

ONLY THE OWNER OR A LICENSED CONTRACTOR MAY TAKE OUT BUILDING PERMITS.

Owner-Builder must submit the following with the application:

- A property tax statement or a recorded deed.
- A completed and signed "Owner-Builder Verification" form.
- A completed "Authorization for Application" from the owner must be signed if other than owner applies.

Contractor must submit the following with the application:

- Current license numbers and a worker's compensation insurance certificate (this is not necessary if this information is already on file with the Department)
- A waiver form; if the contractor is not subject to worker's compensation laws.
- A completed "Authorized to Sign" form if other than the contractor applies (this is not necessary if this information is already on file with the Department).
- A current Business License is also needed for the City of Woodland.