



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

RESIDENTIAL BUILDING PERMIT

CHECKLIST

THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE SUBMITTED TO THE BUILDING DIVISION SERVICES BEFORE YOUR APPLICATION CAN BE PROCESSED.		4
1. One completed Application for Residential Building Permit.		
2. Three complete sets of construction drawings, drawn to scale, <u>wet signed</u> by designer (18" x 24" sized paper) to include:		
a. Site plan drawn to scale showing property lines, north arrow, easements, (if applicable well, septic tank, leach field) all existing and proposed structures with distances to property lines and between structures.		
b. Building elevations (north, south, east, and west views).		
c. Floor plan (include plumbing and electrical fixture locations and HVAC equipment location).		
d. Foundation plan with representative details.		
e. Floor, ceiling, roof and wall framing details including framing layouts, cross sections and sizing details of all members.		
f. Masonry fireplace plan and construction section (if applicable); if a pre-manufactured unit, the approval number.		
g. Truss layout and calculations: (1) Identifying all trusses. (2) <u>*All</u> truss calculations shall be stamped and a wet signature provided by a California licensed designer. *Deferred submittal may be approved.		
h. Engineering calculations: (1) Engineering calculations will be required for any unusual design, which is not covered by Chapter 23 of the "Uniform Building Code." (2) All engineering plans and calculations shall be stamped, if by an engineer, and include a wet signature of a California licensed engineer or architect.		
3. Two sets of energy calculations.		
4. 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.		
5. 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.