



Residential Factory-Built Housing Construction Permit Submittal Requirements

The following documentation is *required* to be submitted with each construction permit application unless it is verified by staff as not applicable. If any information is missing, the application *will be returned as incomplete* until all required materials are included with the submittal. If you have questions or want to verify the number of plan sets required, please call 805-781-5600 and ask for a Land Use Technician.

1. Electronic Submittal

- a. One (1) upload of the plans listed below
- b. One (1) copy of supporting documentation
- c. A complete Construction Permit Application

2. Paper Submittal (Minimum)

- a. Four (4) copies of the plans listed below (# __)
- b. Two (2) copies of supporting documentation (# __)
- c. A complete Construction Permit Application

PLAN CONTENT DETAILS: The following is a list of extended project information expected on your paper or electronic plans. *All Plans Must Be Drawn to Scale*

Title Page/Project Data:

- Street address / assessor parcel number
- Owner's name and address
- Scope of work statement
- Square footage summary
- Number of stories
- Wildland Urban Interface zone (WUI)
- Sheet Index
- Date on each sheet
- Delineation of Plan Review and Inspection (See attached forms)

Site Plan:

- Property boundaries with corners & dimensions of parcel including fronting streets, alleyways.
- North Arrow, scale, and legend
- Proposed structure(s)
- All existing structures w/use and permit numbers
- Setbacks, distance to property lines and other structures
- Distances between well(s), septic tank, leach field and creeks, streams, rivers, or lakes
- Site drainage
- Contours (2' min) or spot elevations
- Building footprint & Finished Floor Elevation
- Existing on-site trees

- Site utility locations: water & sewer lines, water tanks, septic lines, waterways and site drainage
- Driveways/parking areas dimensioned, with existing/proposed gravel or paving areas
- Impervious surface totals (ie: hard surfaces such as driveways, rooftops, walkways etc.

Grading / Civil:

- Existing & proposed contours
- Grading cross-section
- Amount of cut & fill (cubic yards)
- Area of site disturbance
- Grading notes
- Soil reports recommendations
- Septic system location and details
- Erosion control/ BMPs/ stormwater/ LID

Architectural: Copy of DAA (Design Approval Authority) stamped plans to include the following:

- Existing & proposed floor plans showing function of each space, dimensions, life safety features showing code compliance
- Room Dimensions w/ use of each room
- Window and Door sizes, types (note if tempered) as well as location.

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- Building sections, elevations, attic and floor ventilation calculations as well as vent sizes and types
- Roof Slope & covering material
- Wall covering material
- Building height.
- Wildland Urban Interface Requirements (if applicable)

- Electrical:**
 - Electric Service Size and Location of panel, not previously approved by DAA

- Mechanical:**
 - HVAC Equipment Location, size, model and pipe size, not previously approved by DAA

- Plumbing:**
 - Location of all site utilities

- Structural:**
 - Foundation Plan showing footing size / Dimension
 - Footing reinforcement, including anchor bolt and hold-down placement
 - Slab Details
 - Special soil concerns
 - Special Inspection requirements

- Supporting Documentation:**
 - HCD approved documentation to include state approved structural calculations.
 - Soils Report including percolation test, expansive index, and foundation recommendations ([Soils-Report-User-Guide.pdf \(ca.gov\)](#))
 - In Stormwater Mangement Area - Stormwater Control Plan,
 - Stormwater Control Plan Application, PCR Waiver Request Form

- Separate Permit Submittals (Project specific- If applicable)**
 - Fire Sprinkler Plans and calculations (application requires a complete set of plans and hydraulic calculations)
 - Photovoltaic/Solar Plans and calculations
 - OWTS (Onsite wastewater system)

Applicant acknowledgement: I acknowledge that the above listed items are part of my submittal package and that my application may be rejected based on missing items.

Signature of Owner / Authorized Agent / Contractor

Date

Print Name of Owner / Authorized Agent / Contractor

Date

Residential Construction Permit Submittal Requirements

Please add the Pre-Construction Disclosure to your plans and/or permit submittal.

Pre-Construction Disclosure

Project Name and Location:						
Parties Involved:				Date:		
Plan Review and Permitting	Local Enforcing Agency	HCD/Approved 3rd-Party Agency	Builder	Code Reference	Comments	Not Applicable
FBH compliance with Title 24, CCR Parts 2, 2.5, 3, 4, 5, 6, 11		X		Title 25, CCR §3070		
Local Zone Use Requirements	X			HSC §19993		
Local Snow Load Requirements	X			HSC §19993		
Local Wind Pressure Requirements	X			HSC §19993		
State Fire Zone Requirements	X			HSC §19990		
Local Fire Zone Requirements	X			HSC §19993		
Building Setback Requirements	X			HSC §19993		
Side and Rear Yard Requirements	X			HSC §19993		
Site Development Requirements	X			HSC §19993		
Property Line Requirements	X			HSC §19993		
Architectural and Aesthetic Requirements	X			HSC §19993		
Building Permits			X	Title 25, CCR §3080		
FBH Foundation Plans				Title 25, CCR §3028	Project Specific	
Elevators				Title 25, CCR §3070	Project Specific - OSHA Involvement	
OnSite Inspections	Local Enforcing Agency	HCD-Approved 3rd Party	Builder	Code Reference	Comments	Not Applicable
FBH Assembly Onsite	X			HSC §19992		
Residential Fire Sprinkler Testing	X			HSC §19992		
Grading and Land Clearing	X			HSC §19992		
Landscape Construction	X			HSC §19992		
Architectural	X			HSC §19992		
Demolition	X			HSC §19992		
Elevators	X			HSC §19992	OSHA Involvement	
Underground Utilities	X			HSC §19992		
Onsite Electrical	X			HSC §19992		
Onsite Mechanical	X			HSC §19992		
Onsite Plumbing	X			HSC §19992		
Foundation	X			HSC §19992		
(If fire hazard area) Application of PRC §4291/GC §51182	X			HSC §19992		
HCD/ Third-Party Agency Approved Alternate Construction:						
Required Construction-Related Permits and Variances:						
Project Timeframe:			Applicable CBSC Version (Year):			

The above matrix is an example and should be customized for each project. Additional information may be required for site-built structures.