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|  <p>CITY OF AMERICAN CANYON COMMUNITY DEVELOPMENT DEPARTMENT</p> | <h2 style="margin: 0;">BUILDING PERMIT APPLICATION CHECKLIST</h2> <p>4381 Broadway, Suite 201 American Canyon, CA 94503 Inquiries: (707) 647-4581 Inspection Request: (707) 551-4619 www.cityofamericancanyon.org</p> | <p>Revision Date 1/9/2017</p> <p>General Requirements for: Residential/Commercial Buildings</p> <p>Codes Enforced: 2016 California Building Code 2016 California Electrical Code American Canyon Municipal Code (ACMC)</p> |
| <p>The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate by the Building Official.</p> | | |

This checklist will assist you in preparing plans for submittal with a building permit application. Alterations, additions, and remodeling projects may not require all drawings and submittals listed. Please discuss the specifics of your project with the Permit Service Center staff before submitting a building permit application. By submitting complete and legible plans that clearly indicate and describe new work and any existing work, you will help the City issue your permit as quickly as possible.

PLANS (3-7 sets, depending on scope of project)

Building plans should be legible and drawn to scale. Plans should be prepared with block lettering and sufficient contrast to be readable when microfilmed. The preferred minimum sheet size is 11" x 17". Submit photocopies or prints (bluelines or blacklines); do not submit originals.

When required by California State Law, plans must be prepared by an architect or engineer.

GENERAL INFORMATION

- Address of property or assessor's parcel number
- Owner's name, address and phone number
- Name, address and phone number of person preparing the plans.
- Zoning district, fire zone.
- Applicable codes and regulations.
- Type of Construction. (CBC Table 601)
- Occupancy Type(s). (CBC Chapter 3)
- Square footages of existing structure(s) and addition(s).
- Overall building height.
- Brief description of work.
- Special inspections required.
- Sheet index showing each sheet title and number.
- Symbols, legends & abbreviations used in the drawings.
- Existing or Planned Fire Suppression System(s).

PLOT PLAN (Preferred scale: 1/8" = 1'-0" for normal sized lots.)

- North arrows: true & reference if used.
- Lot lines and property dimensions.
- Outlines of all building(s), structure(s), and addition(s) with sizes and intended uses indicated.
- Setback distances from front, rear and side property lines; required setbacks.
- Setback distance from face of curb to property line(s).
- Easements.
- Parking space(s), garages, carports, and driveway locations and sizes.
- Decks, porches, balconies, uncovered steps, fences, accessory structures, walls, patios, walkways.
- Adjacent street(s) with name(s) indicated, sidewalks, curb cuts.
- Grades, contours, trees, surface drainage. Indicate the extent of grading to be done.

- Location and height(s) of any retaining walls existing or proposed on the site.
- Underground utilities to property line, locations of meters.

FLOOR PLAN(S) (Preferred scale: 1/4" = 1'-0")

- North arrow: true & reference if used.
- A completely dimensioned floor plan for each floor level.
- Existing and intended use of all rooms.
- Existing walls, new walls, walls to be removed [may be shown on separate demolition plan].
- Windows, doors & skylights (sizes & types).
- Stairs and landings, up/down arrows, number of treads, with minimum widths indicated.
- Locations of all plumbing fixtures, water heater, hose bibs.
- Heating/air conditioning system, furnace or heater size and location, registers, thermostats [may be shown on separate mechanical plan].
- Gas meter and gas outlets.
- Electrical plan showing locations of service panel (and amperage rating), grounding, subpanels, receptacles, GFCIs, lights, switches, smoke detectors, etc [may be shown on separate electrical plan].
- Building cross-section locations indicated with section symbols.

FOUNDATION PLAN (Preferred Scale: 1/4" = 1'-0")

- A completely dimensioned plan of the foundations required by the building.
- Slabs and foundations for garages, patios, breezeways, driveways, sidewalks.
- Footings, piers, slabs, grade beams, retaining walls (sizes and locations).
- Hold-downs, connections of new foundations to existing foundations.
- Any special construction required by the structure, by site conditions or by expansive soils.
- Required compressive strength of concrete.
- Crawl access holes and screened vents under raised wood floors.
- North arrow.

FLOOR FRAMING PLAN(S) (Preferred Scale: 1/4" = 1'-0")

- Size & spacing of beams, joists, posts, headers.
- Floor openings, layout of floor sheathing, nailing.
- Locations of shear walls.
- North arrow.

ROOF FRAMING PLAN (Preferred Scale: 1/4" = 1'-0")

- Size and spacing of beams, rafters, headers, trusses.
- Roof openings, layout of roof sheathing, nailing.
- North arrow.

EXTERIOR ELEVATIONS (Preferred Scale: 1/4" = 1'-0")

- Elevations of all sides of the exterior of the building.
- Existing & proposed exterior wall finishes and special finishes.
- Roof materials and roof pitches.
- Door, window, skylight, and other openings: locations, materials, and configurations.
- Vertical dimensions showing the height of structure(s) and heights of finished floors.
- Locations and extent of shear walls, let-in bracing, or other methods of shear transfer.

- Existing and finished grades showing true site conditions.
- Attic and underfloor vents.

CROSS-SECTIONS (Preferred Scale: 3/8" or 1/2" = 1'-0")

- Completely dimensioned cross-sections of the entire building showing the typical construction to be used. Typically at least one transverse and one longitudinal cross-section will be required to adequately depict all construction.
- Typical floor, wall, ceiling, and roof systems and construction materials.
- Locations, types and ratings of thermal insulation.
- Building heights, depths of footings, etc.
- Cross-section and details of any unusual construction.
- Framing and other details keyed to appropriate sheet number.

CONSTRUCTION DETAILS (Use appropriate scale)

- Footings and retaining walls: dimensions, reinforcing steel, bolts, etc.
- Framing connections, hold-downs, shear transfer, wall plates, post-and-beam connections.
- Structural connections of new to existing.
- Stairways.
- Balconies, decks, and guard railings: connections, materials, spacings, heights.
- Fireplaces and chimneys.

SOILS REPORT (2 sets)

May be required for buildings located on fill areas, hillsides, or high water table areas. Soils reports shall be conducted and prepared by a qualified registered engineer or a registered geotechnical engineer.

STRUCTURAL CALCULATIONS (2 sets)

May be required for unusual, complicated, or truss-type structures and shall be prepared by a registered civil engineer, structural engineer, or architect.

TITLE 24 ENERGY CALCULATIONS (2 sets)

Required for any increase in conditioned (heated or cooled) floor area. Must be prepared by a licensed architect or energy consultant.

ADDITIONAL REQUIREMENTS TO THE ABOVE ITEMS MAY BE REQUIRED AS DEEMED NECESSARY BY THE BUILDING OFFICIAL. Fees are as established by the City of American Canyon Fee Schedule. Building and Planning plan review fees shall be paid prior to acceptance of project plans for plan review. Additional project fees may be charged by other agencies including school districts, fire district, etc.

If you are unable to access this information online, please participate by contacting us via email at permittech@cityofamericancanyon.org, telephone (707) 647-4581.