

Residential Building Permit Submittal Requirements

Building Permit applications for residential buildings require the following documents to be submitted when applicable. Use the checklist as a guide to help prepare your submittal. The items you will need depend upon the design of the structure and the scope of work you intend to build. Each project is unique and may require additional information not covered in this checklist. If you have questions regarding submittal requirements, please contact a member of our Building Division staff.

PROVIDE COMPLETED AND SIGNED “Building permit application form”	DONE	<input type="checkbox"/>
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PLAN SUBMITTAL REQUIREMENTS:	DONE	N/A
Plans shall be drawn to scale (1/4" = 1'-0" min. excluding site plans) fully dimensioned and legible at a minimum size of 11"x17" depending on scope of project.	<input type="checkbox"/>	<input type="checkbox"/>
3 sets of plans stamped and signed by the preparer.	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of engineering calculations stamped and signed (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of geotechnical reports and foundation review letter (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of truss calculations, may be deferred submittal (Truss review letter by engineer of record if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed special inspection form (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of Title 24 Part 6 Energy Compliance documents.	<input type="checkbox"/>	<input type="checkbox"/>
2 sets of the City of Eureka Special Inspection Form (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
(Click here to access the 2019 CA Building Codes (ca.gov) for more information)		

TITLE PAGE including Project Identification and Building Design Criteria:	DONE	N/A
Legal parcel Address, Assessor’s Parcel Number (APN) and Page Index.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, phone numbers, and email of the building owner, contractor, design professionals and consultants with titles.	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map with north arrow.	<input type="checkbox"/>	<input type="checkbox"/>
Zoning of parcel.	<input type="checkbox"/>	<input type="checkbox"/>
Written description “Scope of Work” for project.	<input type="checkbox"/>	<input type="checkbox"/>
Structural design criteria for any proposed building.	<input type="checkbox"/>	<input type="checkbox"/>
FEMA Flood zone information (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Building Occupancy classifications. (Example, R3/U)	<input type="checkbox"/>	<input type="checkbox"/>
Type of Construction. (Example, type VB)	<input type="checkbox"/>	<input type="checkbox"/>
Square footage by floor of building with identified room uses. (floor areas are measured from exterior wall to exterior wall)	<input type="checkbox"/>	<input type="checkbox"/>
Itemized building square footages by area (existing dwelling, alteration, addition, garage, porch patio, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Fire-Sprinklered or Non-Sprinklered	<input type="checkbox"/>	<input type="checkbox"/>
Note all deferred submittals on the cover sheet. Fire sprinklers require separate permit.	<input type="checkbox"/>	<input type="checkbox"/>
Building Code Compliance Statement- “These plans comply with the (<i>current</i>) adopted edition of the California Residential and Model Building Codes.”	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN:	DONE	N/A
Drawn to a site-specific appropriate scale to show the entire site and required setbacks.	<input type="checkbox"/>	<input type="checkbox"/>
All existing and proposed structures with square footage and use.	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk right-of-way (area) and width of concrete sidewalk (contact Development Services – Planning or Public Works – Engineering for help determining sidewalk area).	<input type="checkbox"/>	<input type="checkbox"/>
Public utilities and point of connection to be illustrated on the plan (Electrical, water, sewer, gas, easements, and right-of-way).	<input type="checkbox"/>	<input type="checkbox"/>
Lot coverage calculation. (pervious surface calculation)	<input type="checkbox"/>	<input type="checkbox"/>
FEMA flood zone areas (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Topography/Contours (if applicable) including proposed finish floor elevations.	<input type="checkbox"/>	<input type="checkbox"/>
Distance to property lines for all existing and proposed structures and between buildings.	<input type="checkbox"/>	<input type="checkbox"/>
Site grading and drainage.	<input type="checkbox"/>	<input type="checkbox"/>
(Click here to access the city of Eureka's site plan example)		

CIVIL/GRADING PLAN (if applicable):	DONE	N/A
Site work Title sheet and notes	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Grading and Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
Civil Details	<input type="checkbox"/>	<input type="checkbox"/>

FLOOR PLAN:	DONE	N/A
Complete dimensioned floor plan.	<input type="checkbox"/>	<input type="checkbox"/>
Include ceiling heights and label room uses.	<input type="checkbox"/>	<input type="checkbox"/>
Location and type of appliances (gas vs. electric, water heater(s), range, and fireplace).	<input type="checkbox"/>	<input type="checkbox"/>
Door and window types and sizes, all fixtures, cabinets and equipment must be shown.	<input type="checkbox"/>	<input type="checkbox"/>
Location and dimension of attic access in hall or other readily accessible area.	<input type="checkbox"/>	<input type="checkbox"/>
Wall legend indicating existing wall, wall to be removed, or new wall and type of wall.	<input type="checkbox"/>	<input type="checkbox"/>

ROOF PLAN:	DONE	N/A
Specify roofing material as well as proposed underlayment.	<input type="checkbox"/>	<input type="checkbox"/>
Dimension all roof overhangs.	<input type="checkbox"/>	<input type="checkbox"/>
Show building footprint as a dashed line and the outline of the roof including all hip valleys and ridges as a solid line.	<input type="checkbox"/>	<input type="checkbox"/>
Location of downspouts, roof penetrations, flashing and crickets.	<input type="checkbox"/>	<input type="checkbox"/>
Attic ventilation calculation to demonstrate compliance.	<input type="checkbox"/>	<input type="checkbox"/>
Location of eave vents, gable vents and dormer vents.	<input type="checkbox"/>	<input type="checkbox"/>
Roof slope and pitch.	<input type="checkbox"/>	<input type="checkbox"/>

EXTERIOR ELEVATIONS (if applicable):	DONE	N/A
Provide exterior elevations from all building sides (including window and door openings).	<input type="checkbox"/>	<input type="checkbox"/>
Exterior siding materials and color(s).	<input type="checkbox"/>	<input type="checkbox"/>
Building height from the average grade plane to the mid-point of the highest roof.	<input type="checkbox"/>	<input type="checkbox"/>
Roof and wall construction materials, fireplace height, roof pitch and overhang.	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING SECTIONS, WALL SECTIONS AND APPLICABLE DETAILS:	DONE	N/A
As required to convey and detail proposed construction.	<input type="checkbox"/>	<input type="checkbox"/>
Indicate framing and insulation consistent with T-24 Part 6 Energy requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Indicate job specific details and coordinate to where they occur on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
Provide general construction notes, door schedules, window schedules, etc.	<input type="checkbox"/>	<input type="checkbox"/>

FOUNDATION PLAN (if applicable):	DONE	N/A
Fully dimensioned foundation/floor plan.	<input type="checkbox"/>	<input type="checkbox"/>
Foundation/structural detail references identified on the foundation plan.	<input type="checkbox"/>	<input type="checkbox"/>
Type and location of all hold-downs and anchor bolts spacing with applicable schedules or clear notations identifying various bolt and spacing conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Post sizes at all columns supporting concentrated loads.	<input type="checkbox"/>	<input type="checkbox"/>
Foundation elevations changes throughout drawings.	<input type="checkbox"/>	<input type="checkbox"/>
Footing size dimensions and depths.	<input type="checkbox"/>	<input type="checkbox"/>
Identify stem wall location and opening for crawl access and HVAC ducts.	<input type="checkbox"/>	<input type="checkbox"/>
Under-floor space ventilation calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Slab on grade construction details (moisture barrier, gravel base, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

FLOOR FRAMING PLAN:	DONE	N/A
Provide span, size, species and grade of framing joist and girders.	<input type="checkbox"/>	<input type="checkbox"/>
Identify shear wall types and coordinate shear transfer details to where they occur on the plans.	<input type="checkbox"/>	<input type="checkbox"/>
Identify pad elevation, finished floor elevation and all floor elevation changes.	<input type="checkbox"/>	<input type="checkbox"/>
Specify floor framing connection details including shear transfer information.	<input type="checkbox"/>	<input type="checkbox"/>
Identify and dimension underfloor access including framing detail.	<input type="checkbox"/>	<input type="checkbox"/>

ROOF FRAMING PLAN:	DONE	N/A
Provide span distances, size and type, grade of material, engineered material for headers, beams, rafters, joist, trusses and California framing.	<input type="checkbox"/>	<input type="checkbox"/>
Specify framing detail for HVAC equipment installed in attic and demonstrate compliance with access/required code clearance.	<input type="checkbox"/>	<input type="checkbox"/>
Include detail of skylight construction and coordinate detail to where it occurs on the plan.	<input type="checkbox"/>	<input type="checkbox"/>
Identify all drag trusses, label all framing hardware and provide attic access.	<input type="checkbox"/>	<input type="checkbox"/>
For trusses, provide labeled truss profiles of all truss types, indicate a labeled truss layout with each truss and spacing (truss design calculations may be a deferred submittal).	<input type="checkbox"/>	<input type="checkbox"/>

STRUCTURAL DETAILS:	DONE	N/A
Shear or brace wall detail information and nailing (shear/brace wall schedule).	<input type="checkbox"/>	<input type="checkbox"/>
Detailed mechanical attachments.	<input type="checkbox"/>	<input type="checkbox"/>
Identify load paths and point loaded details (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Calculations for non-conventional framing elements and building design.	<input type="checkbox"/>	<input type="checkbox"/>

MECHANICAL PLAN:	DONE	N/A
Provide HVAC equipment locations and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Humidistat exhaust fans.	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen exhaust fans.	<input type="checkbox"/>	<input type="checkbox"/>

PLUMBING PLAN:	DONE	N/A
Specify the materials to be used for the installation of the gas, water, waste and vent lines.	<input type="checkbox"/>	<input type="checkbox"/>
Gas line isometric with fixture units, material type, and sizing (calculate water heater at minimum of 200K BTU'S)	<input type="checkbox"/>	<input type="checkbox"/>
Provide the location of all plumbing fixtures and gas appliances (include BTU count).	<input type="checkbox"/>	<input type="checkbox"/>
Provide required combustion air calculation for water heater.	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICAL PLAN:	DONE	N/A
Electrical load calculation to establish required size of main panel.	<input type="checkbox"/>	<input type="checkbox"/>
Indicate all main and sub-panel locations.	<input type="checkbox"/>	<input type="checkbox"/>
Receptacle, light switch and light fixture placement.	<input type="checkbox"/>	<input type="checkbox"/>
Label electrical hardware such as disconnects, weatherproof receptacles, GFCI and AFCI outlets, etc.	<input type="checkbox"/>	<input type="checkbox"/>
General electrical notes for installation of electrical.	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated receptacle for water heater.	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated 40-amp receptacle with 1" raceway for electrical vehicle (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated branch circuits for small appliance, bathroom, laundry, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated garage circuit that serves only receptacles inside of the garage. At least one receptacle shall be installed for each car space.	<input type="checkbox"/>	<input type="checkbox"/>
Location and identification of all energy efficient fixtures and types.	<input type="checkbox"/>	<input type="checkbox"/>
Location and identification of all smoke and carbon monoxide detectors.	<input type="checkbox"/>	<input type="checkbox"/>

PHOTOVOLTAIC/SOLAR SUBMITTAL (if applicable):	DONE	N/A
Site plan showing equipment, roof access points and main service locations.	<input type="checkbox"/>	<input type="checkbox"/>
Roof plan layouts of all master plan dwellings showing access and pathways.	<input type="checkbox"/>	<input type="checkbox"/>
Electric one-line diagram showing each type of solar array system.	<input type="checkbox"/>	<input type="checkbox"/>
Plan sheet that includes all specifications for photovoltaic system and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Plan sheet showing required photovoltaic signage.	<input type="checkbox"/>	<input type="checkbox"/>

FIRE SUBMITTAL (if applicable):	DONE	N/A
Plans must comply with CRC section R313 or NFPA 13D	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinkler design stamped and designed are required per Business and Professions Code.	<input type="checkbox"/>	<input type="checkbox"/>