Construction Permit Submittal Requirements for EV

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.

Application Package must include:

Construction Permit Application Form. We require one for each structure, a separate application for major grading, and a separate application for fire sprinklers.
Consent of Landowner Form
Owner/Builder Notice to Property Owner
Landscape Project Information Form
Vicinity Map (directions to property)

Required plans for the application:

Residential and Commercial:

TWO sets of construction plans,
TWO copies of supporting documents when applicable (8-1/2" x 11"),
TWO **additional** copies of site plan including vicinity map (11" x 17" minimum), and
TWO **additional** copies of the dimensioned floor plan (11" x 17" minimum).

PLAN CONTENT DETAILS

The following is a list of extended project information expected on your plans, as applicable.
All Plans Must Be Drawn to Scale

Project Data:
Street Address / Assessor Parcel Number
Owner's Name and Address
Scope of Work Statement
Sheet Index
Date on each sheet

Site Plan:
Property Boundaries with Dimensions & Fronting Streets
North Arrow
All existing structures w/ use
Setbacks – distance to property lines and other structures

Floor Plan(s): If installed in Garage or inside any other building.

Foundation Plan:
Footing Size / Dimension
Footing Reinforcement
Anchor Bolt and Hold-down Placement
Slab Details
Special Soil Concerns

Electrical, Mechanical, & Plumbing Plan(s):
Electric Service Size and Location
Panel Schedules
Single Line Diagram

Supporting Documentation
Product Cut-sheets for all devices proposed
Accessibility Details for Non-Residential applications

Plans Examiner: