



## **Residential Building Permit Checklist**

**The following documentation must be submitted to the Community Development Department Electronic Plan Review Permit Manager.**

1. One (1) completed Building Permit Application.
2. A Complete set of legible construction drawings, drawn to scale, and signed by the designer. Must include:
  - a. Site plan drawn to scale. See the attached Site Plan Checklist.
  - b. Floor plan with square footage, room labels and dimensions, plumbing, HVAC and electrical fixture locations, door and window sizes.
  - c. Building elevations (north, south, east and west views).
  - d. Foundation plan, footing details, shear walls and/or braced wall panel location(s), and details.
  - e. Floor, ceiling, roof and wall framing details including framing layouts, cross sections and sizing details of all members.
  - f. Truss layout and calculations.
  - g. Engineering is required if not designed per current CA. Residential codes (All engineering, plans and calculations shall be stamped and include a wet signature of the California licensed engineer.)
3. Signed and registered Title 24 energy calculations, fire Sprinkler plans with calculations, and Solar photo voltaic plans. (see Solar (PV) Permit Checklist for requirements)
4. Completed compliance forms showing compliance with the State of California Model Water Efficient Landscape Ordinance (MWELO).
5. Structures located within Fire Hazard Severity Zones or Wildland-Urban Interface Fire Areas shall be designed in accordance with Ch.7A of the current CA. Building Code and San Joaquin County ordinances.
6. Structures located in Flood Zones will be addressed by the Public Works Dept. Confirm flood elevation requirements prior to submitting, to avoid delays.
7. For metal buildings, the drawings and calculations are required to be prepared, stamped and signed by a California engineer.
8. For any wood framed pole type structure (open or enclosed) requires drawings and calculations to be prepared, stamped and signed by a California engineer or architect.

### **Permit Deposit:**

The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater]) applies, debit card (processing fee of \$1.35) and check (made payable to SJC TTC).

Other departments may have additional plan submittal requirements:

Public Works Department (209-468-3000)

Environmental Health Department (209-468-3420)

**SITE PLAN CHECKLIST**  
*(Site plans must contain all applicable information contained in this checklist)*  
**\*\*\*incomplete site plans will not be accepted\*\*\***

**SITE PLAN FORMAT:**

The site plan shall include the following:

- Size: 24" x 36"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

**PROJECT DETAILS:**

- Identify and label all existing and proposed structures with dimensions, square footage, and distances from other structures and property lines
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways  
(See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

**SERVICES:** *(If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)*

**Well:** *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 200 feet of the property boundaries

**Wastewater Treatment:** *(Contact the Environmental Health Department at 209-468-3420 for questions regarding wastewater)*

- Identify and label existing and proposed private wastewater treatment systems (septic tanks)
- Identify and label all existing and proposed septic systems with dispersal fields (leach lines)

**Storm Drainage:** *(Contact the Department of Public Works at 209-468-3000 for questions regarding stormwater regulations)*

- Identify and label existing and proposed storm drainage facilities

**TOPOGRAPHY:**

- Identify any unusual topographic features of the site such as steep slopes and drainage courses
- Identify topographic contours
- Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within 1 mile of all property boundaries (Note: If the surface water is not located adjacent to the subject property, a note on the site plan with approximate location is sufficient.)

**LANDSCAPING:**

- Identify and label existing and proposed landscaping. (See Chapter 9-1020 of the Development Title for Landscaping Regulations)
- Identify any trees proposed for removal

**FENCING & SCREENING:**

- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)