



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 on this checklist. Incomplete or illegible site plans will not be accepted. Applicants are encouraged to consult with Community Development Department staff prior to submitting any site plan to determine the applicability of the following requirements.

SITE PLAN FORMAT

- ☐ Size: 24 x 36 minimum
- ☐ North arrow, pointing towards the top of the page
- ☐ All property lines of the parcel, labeled with dimensions
- ☐ Location and names of all streets and easements effecting the property, with access details
- ☐ Vicinity map depicting the location of the property in relation to surrounding streets
- ☐ Project types not exempt under the Business and Professionals Code Section 5537 must be stamped and signed by a California licensed/registered Architect or Engineer

PROJECT DETAILS

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

SERVICES (If public services will be utilized, a "will-serve" letter from the service provider may be required)

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

- ☐ Identify and label all 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 wastewater treatment regulations)

(Note: All proposed private wastewater treatment systems and replacement areas must meet all setback requirements listed in Table 1.5 of the San Joaquin County Onsite Wastewater Treatment Standards [OWTS]. This document can be viewed at:

www.sjgov.org/departments/envhealth)

- ☐ Identify and label all existing and proposed private wastewater treatment systems
- ☐ Identify and label any off-site private wastewater treatment systems (septic tanks) within 200 feet of the property boundaries
- ☐ Identify and label all existing and proposed wastewater treatment systems with dispersal fields (leach lines) within 600 feet of an existing or proposed public well
- ☐ Identify and label future replacement areas for all existing and proposed wastewater treatment systems (replacement area equals 100% of the dispersal area (leach lines)
- ☐ Identify and label all existing and proposed floor drains or other non-domestic wastewater collection systems

Stormwater Drainage (Contact the Department of Public Works at [209] 468-3000 for stormwater regulations)

- ☐ Identify and label all existing and proposed stormwater drainage facilities

TOPOGRAPHY

- ☐ Identify any unusual topographic features of the site, such as steep slopes and drainage courses
- ☐ Identify topographic contours (Note: If the subject parcel is flat, a note on the site plan is sufficient)
- ☐ Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within one (1) mile of the 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)

LOCATION

- ☐ Identify and label all existing and proposed landscaping (See Development Title Chapter 9-1020 for Landscaping Regulations)
- ☐ Identify type and location of any trees proposed for removal

FENCING & SCREENING

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