



ENGINEERING DIVISION'S BUILDING PERMIT CHECKLIST

This document is supplemental to the Building Division Submittal Checklist, and its purpose is to assist an applicant in providing all the necessary information needed for Engineering to complete its review of a building permit application. Each project is unique and may have submittal requirements in addition to the ones listed below. Check with a member of our engineering staff to confirm exactly which documents you will be required to submit.

APPLICATION SUBMITTAL MATERIAL:

- Two (2) copies of the Geotechnical/Soils report. Soils reports older than ten (10) year will require a current update letter stamped & signed by the project's Geotechnical Engineer.
- Completed Project Guidance for Stormwater Compliance checklist.
- Stormwater Control Plan (if applicable).
- Improvement Plans (e.g. Grading & Drainage Plans).
- Erosion and Sediment Control Plan & Details (if applicable).
- Drainage Study (if applicable).
- Supporting calculations as necessary (e.g. cut/fill volume, detention storage, etc.).

IMPROVEMENT PLANS SHALL CONTAIN THE FOLLOWING INFORMATION:

- Job site address, Assessor's Parcel Number (APN), sheet index and date of plan preparation.
- Names, addresses, phone numbers of the property owner, contractor, design professionals and consultants with titles and registration numbers.
- Signature/stamps of design professional, unless waived by the County Engineering Manager.
- Written description of "Scope of Work" for the project.
- Site Plan and Vicinity Map with north point, scale, legend, and street name(s).
- Project notes (e.g. general project notes, grading notes, utility notes, etc.)
- Estimated earthwork quantities of excavation, fill, export, and import.
- Total disturbed soil area and limits of disturbance.
- Property limits (dimensions and bearings), easements for utilities, drainage and/or right-of-way.
- FEMA Flood Zone boundaries and Panel Number (if applicable).
- Location of natural water courses and associated setback limits.
- Original and finished contours (5 foot maximum and 25 feet beyond the property limits).
- Identification of cut/fill contact (daylight) lines.
- Location of temporary and/or permanent disposal areas for excess soil spoils (if applicable).
- Location, dimensions, grades and elevations of all existing and proposed buildings, pads, septic systems, paving structures, parking, roads, driveways, drainage infrastructure, drainage patterns, wells and other improvements on the property (including those items listed above that fall on any adjacent property within 25 feet of the property limit).
- Civil details and sections.
- Accessible parking and path of travel (as applicable for commercial development).
- Plan and profile of any new or reconstructed roadways and/or access drives.
- Erosion and Sediment Control Plan, notes and details.