Prior to submitting for a gate, please contact our Planning Division to see if you need a separate planning fence/entry gate permit. If not, please bring the following documents (3 sets) to our office. Applications for entry gate structures require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required. If at any point during construction the scope of the approved work changes, all modifications shall be submitted to the County for approval prior to performing work which deviates from that approved.

- Projects and Gate Projects in the flood plain.
  - Provide completed and signed “Building Permit Application” form.
  - Plan Requirements (3 complete sets of plans stamped and signed)
    - Plans shall be drawn to scale (1/4”=1’-0” min. excluding site plans), fully dimensioned and legible at a minimum size of 11-in x17-in to a maximum of 24-in x 36-in, depending on the scope of the project.
    - 2 sets of engineering stamped and signed (if applicable).
  - Title Page (including Project Identification and Building Design Criteria—see Title Page Handout):
    - Site Address, Assessor’s Parcel Number (APN) and a Sheet Index.
    - Names, addresses, phone numbers of building Owner, Contractor, Design Professionals and Consultants with titles and registration numbers.
    - Vicinity Map with North arrow.
    - Written description of “Scope of Work” for the project.
    - Planning Division “Zoning District”.
    - FEMA Flood zone; Panel number.
    - Type of Construction—(Wood-Type V), (Nonrated-B), (Rated-A).
    - Building Code Compliance Statement “These plans comply with the 2019 California Residential and Building Code series.”
  - Site Plan:
    - All structures on property with distance to property line and between buildings.
    - Indicate location of gate and any fencing, show electrical & trenching location (s).
    - Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements and right-of-ways.
    - Any flood-zone, or flood-way definition lines or proximity to water ways.
    - Septic tank, leach field, reserve area and wells.
    - Roads and access areas (indicate new and existing).
    - North arrow.
    - Location of Knox box (for CalFire)
  - Exterior Elevations (if applicable):
    - Elevation view of gate showing columns or pilasters (dimensioned).
  - Wall Sections:
    - Show all Construction details of fence, gate, columns & wall sections.
    - Show all gate attachments.
  - Electrical Plan (if applicable):
    - Show location of electrical & trenching details (if coming from sub-panel, indicate the amperage of panel).
    - If gate is powered by solar, provide the solar mounting to the pilaster and the cut sheets for the solar power system.
    - Electrical to Knox box.
  - Structural Calculations (if applicable):
    - Provide structural details and calculations stamped and signed by the Engineer of Record (Please note: all gates and columns over 6 feet require engineering. Under 6 feet, engineering is dependent on your materials and design, please consult your design professional for requirements.)

07/15/2020