

ENTRY GATE SUBMITTAL CHECKLIST



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.

Gate Permit Processing times:

Over-the-Counter processing (8:00 a.m.-10:00 a.m. Monday–Thursday). Available for Residential Gate Projects not in the flood plain (please phone our office if you need assistance in making that determination).

Routine Processing (10 days to 2 weeks) 8:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m. Available for Commercial Gate Projects and Gate Projects in the flood plain.

<input type="checkbox"/> Provide completed and signed "Building Permit Application" form.
<input type="checkbox"/> Plan Requirements (3 complete sets of plans stamped and signed) <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 2 sets of engineering stamped and signed (if applicable).
<input type="checkbox"/> Title Page (including Project Identification and Building Design Criteria-see Title Page Handout): <ul style="list-style-type: none"> <input type="checkbox"/> Site Address, Assessor's Parcel Number (APN) and a Sheet Index. <input type="checkbox"/> Names, addresses, phone numbers of building Owner, Contractor, Design Professionals and <input type="checkbox"/> Consultants with titles and registration numbers. <input type="checkbox"/> Vicinity Map with North arrow. <input type="checkbox"/> Written description of "Scope of Work" for the project. <input type="checkbox"/> Planning Division "Zoning District". <input type="checkbox"/> FEMA Flood zone; Panel number. <input type="checkbox"/> Type of Construction – (Wood-Type V), (Nonrated-B), (Rated-A). <input type="checkbox"/> Building Code Compliance Statement "These plans comply with the 2016 California Residential and Building Code Series".
<input type="checkbox"/> Site Plan: <ul style="list-style-type: none"> <input type="checkbox"/> All structures on property with distance to property line and between buildings. <input type="checkbox"/> Indicate location of gate and any fencing, show electrical & trenching location (s). <input type="checkbox"/> Utility lines and connection points (water, sewer, electrical, gas, fire hydrants, easements and right-of-ways. <input type="checkbox"/> Any flood-zone, or flood-way definition lines or proximity to water ways. <input type="checkbox"/> Septic tank, leach field, reserve area and wells. <input type="checkbox"/> Roads and access areas (indicate new and existing). <input type="checkbox"/> North arrow. <input type="checkbox"/> Location of Knox box (for CalFire)
<input type="checkbox"/> Exterior Elevations (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Elevation view of gate showing columns or pilasters (dimensioned).
<input type="checkbox"/> Wall Sections: <ul style="list-style-type: none"> <input type="checkbox"/> Show all Construction details of fence, gate, columns & wall sections. <input type="checkbox"/> Show all gate attachments.
<input type="checkbox"/> Electrical Plan: (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> Show location of electrical & trenching details (if coming from sub-panel, indicate the amperage of panel). <input type="checkbox"/> If gate is powered by solar, provide the solar mounting to the pilaster and the cut sheets for the solar power system. <input type="checkbox"/> Electrical to Knox box.
<input type="checkbox"/> Structural Calculations (if applicable): <ul style="list-style-type: none"> <input type="checkbox"/> 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.)