



Building/Grading Permit Application Submittal Checklist

CSS-003

Site Address _____ BLD/GRD Permit Number _____
 Applicant Name _____ Assessor Parcel Number _____
 Mailing Address _____ Project Description _____
 City/Town _____ State _____ Zip _____
 Phone _____ Fax _____

Plan Check Comments/ Contact Person: _____ Email _____
Corrections: _____ Email Mail to above address Call to pick up (phone number _____)

This form lists the items required for plancheck submittal. The fees received on this date _____ cover the cost of reviewing plans prior to permit issuance. **Before a building permit can be issued, the required approvals listed below must be obtained and building permit fees, development fees, and any other applicable fees must be paid.**

----- **DO NOT WRITE BELOW THIS LINE - To Be Completed by PRMD Staff** -----

Required Plans for Building/Grading Plancheck:

- 4 complete sets of signed and / or stamped plans for building permits (additional sets may be required by other PRMD Divisions)
- 4 complete sets of signed and / or stamped plans for grading permits (additional sets may be required by other PRMD Divisions)

Mandatory Items for Building Permits

- Received
- _____ Plot / Site Plan (form CSS-019)
 - _____ Floor Plan (electrical, plumbing & mechanical)
 - _____ Foundation Plan (footing details)
 - _____ Elevations
 - _____ Framing Plan
 - _____ Cross Sections
 - _____ Structural Details
 - _____ Signed Drawings (stamped if engineered)

Site Evaluation

- _____ Required
- _____ Waived (Per PRMD Policy 4-0-2)
- _____ Completed

Other Items Which May be Required for Building Permits

- Required # Received
- _____ Title 24 Energy Calcs (2 signed, sets)
 - _____ Engineering Calculations (2 signed, stamped sets)
 - _____ Hydrology & Hydraulic Calcs (2 signed, stamped sets)
 - _____ Geotechnical Report (2 signed, stamped sets)
 - _____ Geotechnical Foundation Approval Letter
 - _____ Truss Calcs and Layout (2 signed, stamped sets)
 - _____ Flood Elevation Certificate
 - _____ Letter of Authorization
 - _____ Installation Manuals (2)
 - _____ Special Inspection Form
 - _____ Septic Remodel Worksheet (form WLS-029)
 - _____ Build IT Green (BIG) or LEED Checklists (per form BPC-028)

Cubicle #	Required Approvals	Required for Permit Issuance	Plan Check Only Staff signature and date	Approved for Issuance Staff signature and date
	Fire Services			
	Planning and Zoning File #:	<input type="checkbox"/> Affordable Housing/Work Force Housing Fees (see PRMD website)		
	Building	<input type="checkbox"/> Environmental Health: Food/Pool/Wine Tasting (707) 565-6565		
	Public Sewer / Water			
	Road Encroachment			
	Well and Septic			
	Code Enforcement			
	Grading/Storm Water			

Required Development Fees:

- School Mitigation Fee for _____ square feet
Payable at: _____
- Fire Mitigation Fee (Windsor, Airport, etc.)
Payable at: _____
- Address Assignment/Correction Fee
- Residential Traffic Mitigation Fee
- Commercial/Industrial Traffic Mitigation Fee
- Park Mitigation Fee
- Affordable Housing/Work Force Housing Fees (see PRMD website
<http://www.sonomacounty.org/prmd/>)

Applicant Signature _____

Staff Signature _____

Date _____

Sonoma County Permit and Resource Management Department

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