



# GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY



## Building Permit Application Completeness Checklist

REQUIRED	RECEIVED	SECTION	
<input type="checkbox"/>	<input type="checkbox"/>	#1	Completed permit application
<input type="checkbox"/>	<input type="checkbox"/>	#2	Construction Plans Each set shall include the below items:
<input type="checkbox"/>	<input type="checkbox"/>	#3	Plot Plan
<input type="checkbox"/>	<input type="checkbox"/>	#4	Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	#5	SDC – Seismic Design Category
<input type="checkbox"/>	<input type="checkbox"/>	#6	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	#7	Foundation Plan
<input type="checkbox"/>	<input type="checkbox"/>	#8	Roof Framing Plan
<input type="checkbox"/>	<input type="checkbox"/>	#9	Cross Section Drawings
<input type="checkbox"/>	<input type="checkbox"/>	#10	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	#11	Title 24 Energy Documentation
<input type="checkbox"/>	<input type="checkbox"/>	#12	Other Agency Approvals
<input type="checkbox"/>	<input type="checkbox"/>	#13	Structural Plans and Calculations
<input type="checkbox"/>	<input type="checkbox"/>	#14	Sewer Connection
<input type="checkbox"/>	<input type="checkbox"/>	#15	Signage
<input type="checkbox"/>	<input type="checkbox"/>	#16	Flood Elevation Certificate
<input type="checkbox"/>	<input type="checkbox"/>	#17	Impact Fees
<input type="checkbox"/>	<input type="checkbox"/>	#18	School Fees
<b>Additional Requirements:</b>			
<input type="checkbox"/>	<input type="checkbox"/>	#19	Other Documents as Required
<input type="checkbox"/>	<input type="checkbox"/>	#20	
<input type="checkbox"/>	<input type="checkbox"/>	#21	
<input type="checkbox"/>	<input type="checkbox"/>	#22	

This is a list of the **minimum requirements** for a building permit application for all project types. **Additional** materials may be necessary to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations. Soils reports may be required for new buildings.

#### **SECTION 1. PERMIT APPLICATION**

An application for a building permit application may be obtained from the Glenn County Building Division, 777 North Colusa Street, Willows, CA 95988 or on the Glenn County website. Please **fill out completely**. Describe **in detail** your project on the description lines provided. Make sure to date and sign your application.

#### **SECTION 2. CONSTRUCTION PLANS**

**Four (4) complete** sets of plans, including two (2) copies of energy calculations, engineering calcs, and truss calcs. All **plans** must be **legible**. All **plans shall be drawn to a recognized scale**. (i.e. 1/4" = 1') Energy calculations are required for all new/conditioned space. Engineering is required for all structures which do not conform to the Conventional Light-Frame construction Provisions of the 2001 California Building Code, Section 2326. This includes most structures without walls such as covered patios, carports, metal, concrete, and masonry structures. **Incomplete plans will not be accepted**. A **plan check fee** will be required at the time of plan submittal.

#### **SECTION 3. PLOT PLAN – 4 COPIES, REQUIRES THE FOLLOWING:**

- A. Plot Plan shall be **drawn to** a recognized **scale** (i.e. 1" = 10').
- B. Plot Plan shall be on same size of paper as construction plans.
- C. Sizes of **all** structures, both **existing** and **proposed**.
- D. **Location** of **all structures** in relation to the property lines, with dimensions shown. **Structures include** accessory buildings, decks, pools, pool equipment, spas, sheds, propane gas tanks, etc.
- F. Location of well and septic system, including leach lines.
- G. Name and location of streets/roads adjacent to the property.
- H. Location of driveway where it intersects county road/right of way.
- I. Show easements if any.
- J. **North arrow** showing the compass orientation.
- I. Areas of flooding or flood zones in relation to the proposed structure(s).

#### **SECTION 4. SOILS REPORT**

A preliminary soils report is required per section 1802 of the California Building Code for all new single family and commercial/industrial structures. Additions and remodels will not be affected. Preliminary soils report shall be submitted at time of plan submittal. Plans will not be accepted without the soils report.

#### **SECTION 5. SDC – SEISMIC DESIGN CATEGORY**

The Seismic Design Category shall be determined prior to submittal of building plans. The SDC needs to be known prior to drawing the plans. The SDC will determine what part of the code to use.(E.G.; category C = brace walls at 34 foot on center. Category D = brace walls at 25 foot on center) The SDC must be shown on the plot plan or the floor plan.

#### **SECTION 6. FLOOR PLAN – 4 COPIES, REQUIRES THE FOLLOWING:**

- A. A separate plan for each floor level and descriptions of all rooms.
- B. Dimensions of all rooms and locations types and sizes of windows and doors.
- C. Locations of skylights (indicate if openable).
- D. Location and description of braced wall panels/shear walls.
- E. Location of all plumbing fixtures and appliances.
- F. Location of all heating and cooling appliances.
- G. Method of providing combustion air for fuel-burning appliances in confined spaces.
- H. Locations of all electrical equipment and devices (service panel, sub panels, lights, switches, receptacles, fans, smoke detectors).
- I. Location of attic access opening(s).
- J. Header sizes for all openings in bearing walls.
- K. For additions, include floor plan of entire existing structure and proposed addition. Alterations/additions to the existing space shall be shown with clear indications of new and existing conditions.

#### **SECTION 7. FOUNDATION PLAN – 4 COPIES, REQUIRES THE FOLLOWING:**

- A. Show: Continuous footings with length of each segment.
- B. Indicate where stem walls will be used if applicable.
- C. Location of all pier footings with location and size.
- D. Type of post anchors with location and size.
- E. Type, size, spacing of reinforcing.
- F. Location and type of hold-downs with hold down bolts.
- G. Foundations for interior bearing walls.

- H. Location of interior braced wall panel, footings on thickened slab and sill attachment.
- I. Cross section details.
- J. Slab floors: Indicate two (2) pour or monolithic pour. Six (6) mil vapor barrier under conditioned space.
- K. Wood framed floors: Size, spacing and spans of girders and joists. Double joists where needed. Type of sub flooring material. Location of under floor access.

#### **SECTION 8. ROOF FRAMING PLAN**

- A. Locations, sizes, grade, spacing and spans of all beams, roof and ceiling framing, rafters, joists, purlins and struts.
- B. Locations and sizes of all posts supporting beams.
- C. Truss profiles, layout and calculations.

#### **SECTION 9. CROSS SECTION DRAWINGS**

- A. Foundation showing reinforcing.
- B. Floor framing where applicable.
- C. Wall framing.
- D. Insulation R-values where applicable.
- E. Wall coverings, exterior and interior – if none specify “no wall covering”.
- F. Roof and ceiling framing, roof sheathing, roofing material, roof pitch.

#### **SECTION 10. FOUR ELEVATION VIEWS**

- A. Show the appearance of all exterior walls, roofs, doors, windows, and indicate the materials to be used.
- B. Clearly distinguish between existing and new construction. Show heights of walls and overall heights of building. Indicate the roof pitch.

#### **SECTION 11. TITLE 24 ENERGY DOCUMENTATION**

Submit energy calculations for all new construction and additions. Incorporate compliance forms CF-1R and MF-1R into plan pages. Designer or Owner and Documentation Author shall wet sign compliance form.

#### **SECTION 12. ALL APPROVALS LISTED BELOW MUST BE OBTAINED BEFORE A BUILDING PERMIT WILL BE ISSUED**

- A. Approval from the **Glenn County Planning and Public Works Agency**, 777 North Colusa Street, Willows (934-6540); for zoning requirements as they apply to the project.
- B. A "Record of Individual Sewage Disposal System Form", a "Well Construction Permit Application", or a "Food Service Application" from the **Glenn County Environmental Health Services**, 257 North Villa Ave., Willows (934-6102).
- C. An "Encroachment Permit" from the **Glenn County Planning and Public Works Agency**, 777 North Colusa Street, Willows (934-6546)
- D. Work which may emit airborne particulates shall notify the **Glenn County Air Pollution Control Office**, 720 N. Colusa Street, Willows (934-6500)
- E. Payment of developer fees must be **paid directly** to the **School District** (if applicable).
- F. **Other agencies** as applicable to the project.

#### **SECTION 13. STRUCTURAL PLANS AND CALCULATIONS**

- A. Continuous foundations are required for two (2) and three (3) story buildings and decks.
- B. Engineering is required for basement, retaining walls over three (3) feet.
- C. Engineered design plans are required for any residential building not meeting conventional brace wall requirements per 2007 CBC, Chapter 2304.

#### **SECTION 14. SEWER CONNECTION FEES**

- A. Sewer connection fees are required to be paid **prior to issuance of building permit**. The Northeast Willows Community Services District (NEWCSD) (P.O. Box 2010, Willows) policy requires that all requests for new sewer service connections or changes in sewer service connections be made in writing. The written request must include the Assessor's Parcel Number of the property. The NEWCSD will consider these requests at a public meeting and approve or deny the application in writing to the applicant. A signature from NEWCSD will be required on the building permit application **prior to issuance**.
- B. Hamilton City Community Services District (HCCSD) for Hamilton City sewer. A signature from HCCSD will be required on the building permit application **prior to issuance**.

**SECTION 15. SIGN APPROVALS**

- A. A building permit is required for all signs.
- B. Show locations of proposed signs, both wall mount and free standing.
- C. Show cross-sections detailing installation method and type of construction.
- D. Show electrical schematic of power source and conductors to sign equipment.

**SECTION 16. FLOOD ELEVATION CERTIFICATE**

- A. The pre-construction **flood elevation certificate** shall be **required at** time of **plan submittal**.
- B. The **finished floor elevation certificate** shall be required **prior** to building **final**.

**SECTION 17. IMPACT FEES**

Development impact fees will be collected per Glenn County Resolution 2007-71.

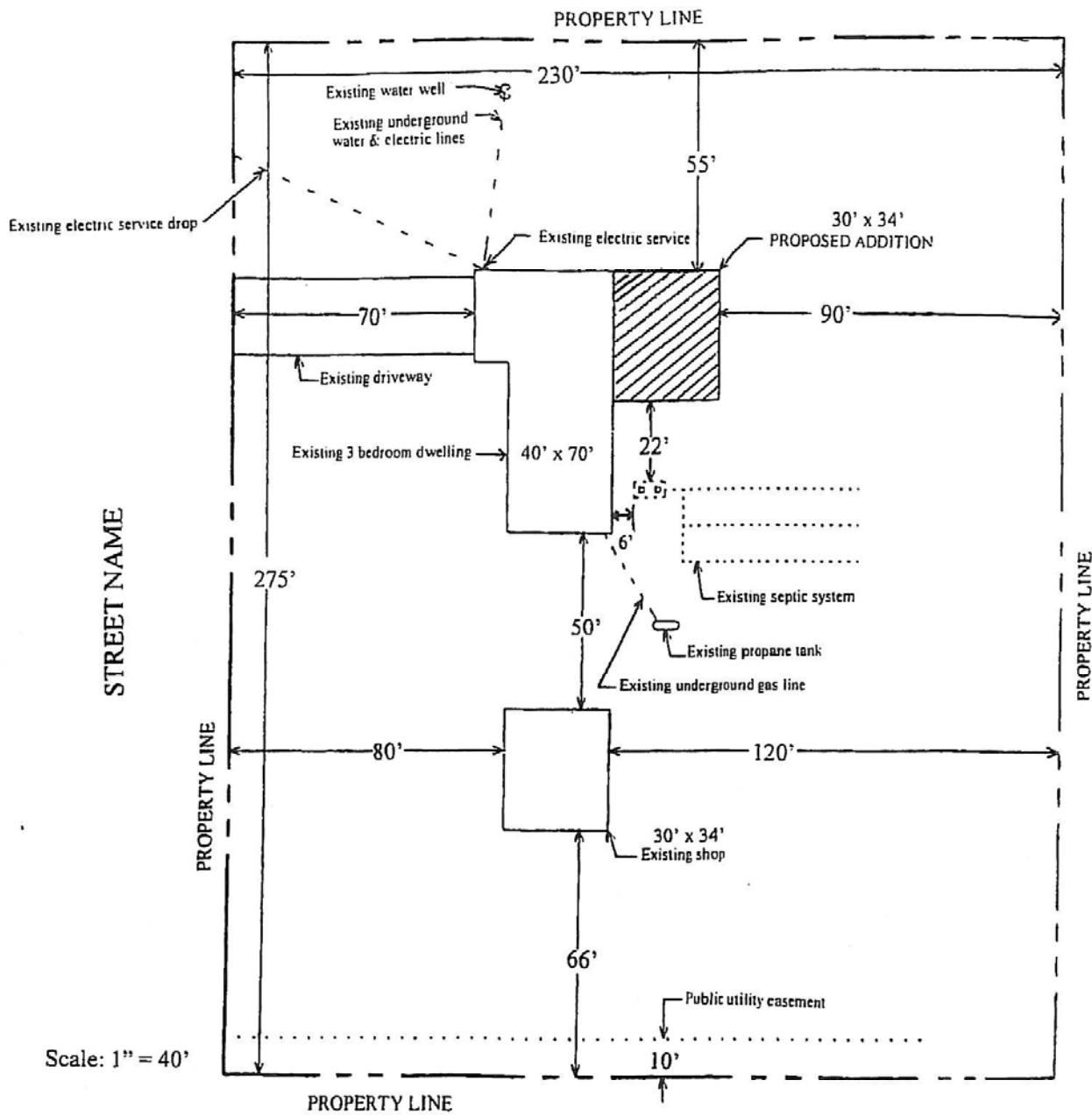
**SECTION 18. SCHOOL FEES**

These fees are to be paid at the appropriate school district office. The square footage will be determined by the Glenn County Building department. These fees must be paid prior to the issuance of the building permit

**SECTION 19. OTHER DOCUMENTS**

Other documentation, specs, manufacturer listings, reports, diagrams, or approvals, etc, as may be required by the Chief Building Official or his/her agent.

# PLOT PLAN EXAMPLE



Scale: 1" = 40'

STREET NAME

John Smith  
 123 Maple Drive  
 Somewhere, CA 55555  
 APN# 123-456-789

**PLEASE SHOW THE FOLLOWING ON YOUR PLOT PLAN:**

- ✓ Location and distance between proposed and existing buildings.
- ✓ Building setback distances from proposed project to all property lines.
- ✓ Location of sewage systems (proposed and existing).
- ✓ Water supply or well location.
- ✓ Easements (roads or utility).
- ✓ North direction arrow.
- ✓ All adjacent street names.
- ✓ Plot plan scale size.
- ✓ Name of property owner & address of proposed project
- ✓ Assessor parcel number.